

# MCTFSPRIUM 3AUG04

Chapter 4 PERSONAL INFORMATION.....	4-3
REFERENCES:.....	4-3
SECTION 1: PERSONAL DATA .....	4-4
<b>PERSONAL DATA</b> .....	4-4
40100. INTRODUCTION.....	4-4
40101. SECURITY CLEARANCES (TTC 040).....	4-4
40102. DEPARTMENT OF THE NAVY CENTRAL ADJUDICATION FACILITY (DONCAF) SECURITY	4-5
40103. DATE OF BIRTH (DOB) (TTC 069).....	4-6
40104. NAME (TTC 238).....	4-6
40105. SOCIAL SECURITY NUMBER (SSN) (TTC 239).....	4-7
40106. CITIZENSHIP AND/OR COUNTRY OF ORIGIN (TTC 154).....	4-9
40107. RACE/SEX/ETHNIC GROUP AND RACE AGGREGATE (TTC 163).....	4-10
40108. RELIGION (TTC 165).....	4-12
40109. MARITAL STATUS (TTC 272).....	4-12
40110. PERSONAL CHARACTERISTICS (HT/WT/HAIR/EYES) (TTC 391).....	4-12
40111. HOME TELEPHONE NUMBER (TTC 499 024).....	4-13
<b>MISCELLANEOUS DATA</b> .....	4-13
40112. INTRODUCTION.....	4-13
40113. EX-PRISONER OF WAR (EX-POW) (TTC 161).....	4-14
40114. PREFERENCE OF DUTY (TTC 180).....	4-14
40115. PRECEDENCE NUMBER (TTC 256).....	4-15
40116. LEAVE EARNINGS STATEMENTS (LES) (HARD COPY)/E-MAIL ADDRESS (TTC 386).....	4-15
40117. GAS MASK SIZE, GAS MASK TYPE AND HELMET SIZE (TTC 463).....	4-16
40118. RECRUIT DATA REPORTING (TTC 494).....	4-16
TABLE 4-1--SSN VALIDATION .....	4-19
SECTION 2: MEDICAL DATA .....	4-22
40200. INTRODUCTION.....	4-22
40201. CASUALTY STATUS (TTC 267).....	4-22
40202. MEDICAL SERVICE GROUP/AUTHORIZATION HELD (TTC 341).....	4-22
40203. WAIVER FLAG (FORMERLY AERONAUTICAL FLAG) (TTC 342).....	4-22
40204. HUMAN IMMUNODEFICIENCY VIRUS (HIV III) TEST DATE (TTC 499 001).....	4-23
40205. DEOXYRIBONUCLEIC ACID (DNA) TEST (TTC 039).....	4-23
40206. BLOOD TYPE (TTC 499 018).....	4-23
40207. MENTAL INCOMPETENCY FLAG (TTC 754).....	4-24
40208. DATE LAST PHYSICAL EXAMINATION (TTC 813).....	4-24
40209. PHYSICAL CERTIFICATION (TTC 829).....	4-24
40210. PHYSICAL RISK CLASSIFICATION (TTC 814).....	4-25
SECTION 3: WEIGHT CONTROL/MILITARY APPEARANCE .....	4-26
40300. INTRODUCTION.....	4-26
40301. WEIGHT CONTROL/MILITARY APPEARANCE PROGRAM (WC/MAP) (TTC 337/338/339)	4-26
SECTION 4: LIMITED DUTY STATUS .....	4-28
40400. INTRODUCTION.....	4-28
40401. DUTY LIMITATION (TTC 157).....	4-28
40402. DUTY STATUS (TTC 460).....	4-28
TABLE 4-5--DUTY LIMITATION .....	4-30
SECTION 5: RESERVIST INFORMATION .....	4-32
40500. INTRODUCTION.....	4-32
40501. MANDATORY REMOVAL DATE (TTC 243).....	4-32
40502. CAREER DESIGNATED MARINES (AR/ADSW) (TTC 250).....	4-33
40503. OQR/SRB/MED REC FLAG (TTC 811).....	4-33
40504. DATE JOINED SMCR (TTC 818).....	4-33
40505. DISPUTED DATA INDICATOR (TTC 819).....	4-34
40506. MANDATORY PARTICIPATION START/STOP DATES (TTC 857/858/859) AND EXTENDING	
THE MDP OF UNSATISFACTORY PARTICIPANTS.....	4-35

# MCTFSPRIUM 3AUG04

40507.	WAIVER OF BENEFITS (TTC 860).....	4-36
40508.	ACTIVE DUTY FROM DATE (TTC 873).....	4-37
	TABLE 4-2--LOCATION OF SERVICE RECORDS FOR MARINES IN TRANSFERRED, SEPARATED, RELACDU, OR TAD STATUS .....	4-38
	TABLE 4-3--STATUS OF SERVICE RECORDS FOR MARINES JOINED AT NEW UNIT OF ASSIGNMENT .....	4-40
	TABLE 4-4--WAIVER OF BENEFITS/RESERVE .....	4-41
40600.	INTRODUCTION.....	4-42
40601.	SERVICE SPOUSE IDENTIFICATION (TTC 252).....	4-42
40602.	CHILD/DEPENDENT CUSTODY STATUS (TTC 304).....	4-43
40603.	TOTAL NUMBER OF DEPENDENTS (TTC 423).....	4-43
40604.	SPECIAL POWER OF ATTORNEY (SPOA) (TTC 406).....	4-43
SECTION 6:	ANNUAL/TRIENNIAL SCREENING .....	4-45
40700.	INTRODUCTION.....	4-45
40701.	DATE SCREENED AND RESULTS (TTC 815).....	4-45
	FIGURE 4-1--RESULTS OF SCREENING CODES.....	4-46
SECTION 7:	ASSIGNMENT HISTORY .....	4-47
40800.	INTRODUCTION.....	4-47
40801.	COHESION TRACKING (TTC 055).....	4-47
40802.	COMBAT HISTORY/EXPEDITIONS (TTC 121).....	4-48
40803.	COMBAT SERVICE (TTC 152).....	4-48
40804.	PROGRAM ENLISTED FOR (PEF) (TTC 153).....	4-49
40805.	LENGTH OF ACTIVE SERVICE (TTC 158).....	4-49
40806.	SOURCE OF INITIAL ENTRY INTO MILITARY SERVICE (SIEMS) (TTC 178).....	4-49
40807.	CURRENT SOURCE OF ENTRY CODE (TTC 179).....	4-50
40808.	BILLET DESCRIPTION (TTC 499 003).....	4-50
40809.	TABLE OF ORGANIZATION (T/O) LINE NUMBER (TTC 499 004).....	4-50
40810.	TABLE OF ORGANIZATION (T/O) (TTC 499 021).....	4-50
40811.	CRISIS CODE (TTC 887).....	4-51
SECTION 8:	OFFICER DATA .....	4-53
40900.	INTRODUCTION.....	4-53
40901.	STATUS CHANGES FOR OFFICERS(TTC 046).....	4-53
40902.	STATUS CHANGES FOR OFFICERS, ACCEPT/NON ACCEPT (TTC 047/048).....	4-54
40903.	OFFICER CANDIDATE CODE/PROSPECTIVE OFFICER SOURCE CODE (TTC 162).....	4-56
40904.	CONTRACT LEGAL AGREEMENT (TTC 164)(OFFICERS ONLY).....	4-56
40905.	DESIGNATED CATEGORY (TTC 340).....	4-57
40906.	DATE ASSIGNED/RELIEVED DUTY AS CO (TTC 444).....	4-57
40907.	LINEAL CONTROL NUMBER (TTC 247/248).....	4-57

# MCTFSPRIUM 3AUG04

## CHAPTER 4 PERSONAL INFORMATION

### REFERENCES:

1. Department of Defense Financial Management Regulation, Volume 7, Part A, (DoDFMR, Vol. 7A) (<http://www.dod.mil/comptroller/fmr/07a/index.html>)
2. OPNAVINST 5510.1, Department of the Navy Information and Personnel Security Program Regulation.
3. SECNAVINST 5300.3 Management of HIV-I Infection in the Navy and Marine Corps.
4. SECNAVINST 5300.30
5. MCO P1001R.1, Marine Corps Reserve Administrative Management Manual, (MCRAMM).
6. MCO P1070.12, Marine Corps Individual Records Administration Manual, (IRAM).
7. MCO P1080.20, Marine Corps Total Force System Codes Manual, (MCTFSCODESMAN). (When codes are not listed in MCTFSCODESMAN, refer to Software Release Notices and PAA's.)
8. MCO 1306.16 Conscientious Objectors
9. MCO P1400.32, Marine Corps Promotion Manual Volume 2 Enlisted Promotion, (MARCORPROMAN VOL. 2 ENLPROM).
10. MCO 1740.13 FAMILY CARE PLANS.
11. MCO P1751.3F Dependency Determination and Basic Allowance for Housing (BAH) Manual.
12. P1900.16, Marine Corps Separation and Retirement Manual, (MARCORSEPMAN).
13. MCO 5000.12 Marine Corps Policy on Pregnancy and Parenthood
14. MCO P5211.2, The Privacy Act of 1974.
15. MCO 5521.3, Personnel Security Investigation Security Clearance and Access.
16. MCO 6100.10, Weight Control and Military Appearance.
17. DFAS-KC 7220.31-R, Marine Corps Total Force System Automated Pay Systems Manual (MCTFS APSM). (<https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/722031r/>)
18. Worldwide Geographic Location Codes Publication. <http://contacts.gsa.gov/glc.nsf>

# MCTFSPRIUM 3AUG04

## Section 1: PERSONAL DATA

### PERSONAL DATA

#### 40100. INTRODUCTION

1. The different categories of Individual Data are those items that pertain to a specific Marine, such as Social Security Number, Birth, Race, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Code (TTC) statements for this Section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
040 000 REQ_____CLNC ACTION	HQ REG RES	N	N
041 000 CLNC_____ELIG_____INVEST_____AGENCY_____INVES DT_____ADJU DT_____	HQ	N	N
069 000 BIRTH_____	HQ REG RES	N	N
154 000 CITIZENSHIP ALIEN (_____)	HQ REG RES	N	N
154 001 CITIZENSHIP DERNAT (_____)	HQ REG RES	N	N
154 002 CITIZENSHIP DERUS (_____)	HQ REG RES	N	N
154 003 CITIZENSHIP NATLZD (_____)	HQ REG RES	N	N
154 004 CITIZENSHIP RESIDENT (_____)	HQ REG RES	N	N
154 005 CITIZENSHIP US	HQ REG RES	N	N
154 006 CITIZENSHIP USNAT (_____)	HQ REG RES	N	N
163 001 RACE_____SEX_____ETHNIC_____	HQ REG RES	N	N
163 002 RACE AGGREGATE_____	HQ REG RES	N	N
165 000 RELIGION_____	HQ REG RES	N	N
238 000 NAME _____	HQ REG RES	N	N
239 001 SSN_____	HQ REG RES	N	N
272 001 MARITAL STATUS_____	HQ REG RES	N	N
391 000 STAT HT_____WT_____HAIR_____EYES_____	HQ REG RES	N	N
499 024 HOME TELEPHONE NUMBER_____	HQ REG RES	N	N

#### 40101. SECURITY CLEARANCES (TTC 040)

1. The Department of the Navy Central Adjudication Facility (DONCAF) has been tasked by the Secretary of the Navy to be the central point for granting security clearances to military personnel. Regulations regarding security investigations and levels of security clearance are contained in OPNAVINST 5510.1 and MCO 5521.3.

a. Level of Security Investigation and/or Clearance Granted. A Marine's level of security investigation and/or clearance is provided in MCTFS selecting submenu 'TBTR'.

b. Prior to requesting a security clearance, the RU must first view the Marine's electronic record (MCTFS, submenus 'MISC', or 'TBTR') for current security clearance level held. If the Marine currently holds the level of security clearance required, no action is required. If the Marine currently holds a lower level of security clearance, the Unit Commander will request security clearance via UD, based on a completed Special Background Investigation (SBI), Background Investigation (BI), National Agency Check (NAC), or Entrance National Agency Check (ENTNAC). DON CAF will provide the granting or denial of a clearance as an advisory message on the reporting unit's DFR. DONCAF will provide RU's with advisory messages providing the status of security investigation and clearance requests.

c. Only one type of investigation and one level of clearance is maintained in the CMF. For example, if the Marine previously was granted a secret clearance based on an ENTNAC, that information would be in the CMF. If later the Marine is required to hold a Top Secret

# MCTFSPRIUM 3AUG04

clearance based on a SBI, the unit will submit the request per the references.

d. When reporting a request for a clearance action, the Marine's place of birth (POB) must be reported when the INITIAL SECURITY ACTION is requested, if the POB data is not on the CMF. **If the POB is resident on CMF do not resubmit it, the transaction will fail.** POB should be action dated 1 day prior to the request for initial security action when reported on the same UD. Use the following statement to report a request for clearance action:

TTC 040 000            REQ\_\_\_\_\_CLNC ACTION|  
1-byte clearance action\_\_\_\_\_↑

**NOTE 1:** Reporting request termination of clearance code 'F' will automatically delete the security clearance held and advise the DONCAF of the termination.

**NOTE 2:** Reporting clearance code 'I' will delete previously reported requests **pending** at DONCAF. Code 'I' will only be utilized to query DONCAF for missing investigation data.

## 40102. DEPARTMENT OF THE NAVY CENTRAL ADJUDICATION FACILITY (DONCAF) SECURITY

1. The MCTFS CMR record contains six blocks that are used by the DONCAF in the clearance process. This data is reported by the DONCAF via UD (not available for field use). When TTC 041 processes, an advisory is generated on the DFR of the RU having custody of the Marine's record. Use the following statement to report security clearance action by DONCAF:

TTC 041 000            CLNC\_\_\_\_\_ELIG\_\_\_\_\_INVES\_\_\_\_\_AGENCY\_\_\_\_\_INVES DT\_\_\_\_\_ADJU DT\_\_\_\_\_|  
1-byte authorized  
clearance code  
from MCO P1080.20            ↑  
1-byte clearance eligibility  
code from MCO P1080.20            ↑  
1-byte investigation type code  
from MCO P1080.20            ↑  
1-byte investigative agency code  
from MCO P1080.20            ↑  
8-byte ED (YYYYMMDD) of investigation completion            ↑  
8-byte ED (YYYYMMDD) of adjudication            ↑

2. History Statements will appear on the DFR of the RU and may require further action by the RU. The following are standard History statements that can be utilized by the DONCAF to communicate with the RU of a Marine:

TTC HIS 001: NO REC OF MARINE IN DIS INVESTIGATION FILES. REQ PROVIDE ANY MAIDEN/OTHER SURNAME USED.  
TTC HIS 002: EXTENSION OF SNM'S INTERM CLNC IS AUTHORIZED FOR 90 DAYS.  
TTC HIS 003: EXTENSION OF SNM'S INTERM CLNC IS NOT AUTHORIZED.  
TTC HIS 004: DIS HOLDS NO REC OF NAC REQ FOR SNM; SUBMIT NAC REQUEST PER OPNVINST 5510.1.  
TTC HIS 005: INV FILES REQUIRE REVIEW IF CLNC REQUESTED.  
TTC HIS 006: DIS REFLECTS SNM HAS NO INV BASIS TO SPT CLNC. INITIATE APPRO INV PER OPNVINST 5510.1.  
TTC HIS 007: DIS HOLDS NO REC OF PERIODIC REINVES (PR) FOR SNM; SUBMIT PR REQ PER OPNVINST 5510.1.  
TTC HIS 008: FORWARD ALL DEROG INFO IAW MCO 5521.3H.  
TTC HIS 009: BI/SBI MUST BE REVIEWED IF TS CLNC REQUIRED.  
TTC HIS 010: DIS PERS SCTY INVES OF SNM STILL IN PROGRESS; WILL ADV CLNC AFTER

## MCTFSPRIUM 3AUG04

## ADJUDICATION RSLTS REC.

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TTC HIS 011: ADVISE WHETHER SNM HAS HAD BREAK IN SVC TO EXCEED ONE YEAR.
TTC HIS 012: SNM DUE FOR PR TO UPDATE BI/SBI. SUB REQ FOR PR TO DIS PER OPNAVINST 5510.1.
TTC HIS 013: SNM NOT ELIG FOR CLNC DUE TO NON-US CITIZEN. IF QUALS, REQ LAA PER
OPNAVINST 5510.1.
TTC HIS 014: DON CAF HOLDS NO NON-DISCLOSURE AGREEMENT (NDA) FOR SNM; REQ SUBNPA PER
OPNAVINST 5510.1
TTC HIS 015: SNM NOT ELIG FOR SCTY CLNC DUE TO NON-U.S. CITIZEN. IF U.S. CITIZEN,
ROVIDE VERIFICATION.
TTC HIS 016: FINAL SCTY CLNC FOR SNM HELD IN ABEYANCE PENDING RECEIPT OF AL INV FILES.
TTC HIS 017: DIS HAS NO INV BASIS TO SUPPORT TS CLNC, INITIATE APPROPRIATE INV PER
OPNAVINST 5510.1.
TTC HIS 018: INVALID CMD REQ ACTION CODE SUBMITTED, NO ACTION TAKEN, RESUBMIT WITH
CORRECT CODE.
```

**NOTE:** Contact the local MISSO for assistance/clarification concerning any computer-generated messages.

## 40103. DATE OF BIRTH (DOB) (TTC 069)

1. DOB is shown on the appointment acceptance record, enlistment contract or record of induction. When this date is incorrect in MCTFS, report as follows:

TTC 069 000                  BIRTH\_\_\_\_\_

8-byte ED (YYYYMMDD) \_\_\_\_\_ ↑

2. If the date is also incorrect on the appointment acceptance record, enlistment contract or record of induction, correct the document in accordance with MCO P1070.12.

3. The SSN, name, and DOB in MCTFS must match the SSN, name, and DOB in the Social Security Administration files. Therefore, the SSN will be resubmitted from DFAS-KCC to the Social Security Administration for verification/validation each time a change of SSN, Name, or DOB is reported into the MCTFS.

## 40104. NAME (TTC 238)

1. The source document for verification of name is the enlistment contract, record of induction, or appointment acceptance and record. Inquiries concerning discrepancies on these documents which cannot be resolved at the RU should be sent to the CMC (MMSB-10). The unit commander must report official name changes.

2. The Marine's MCTFS record is identified by a combination of the SSN and initials of the last, first, and middle name. The computer compares SSN/initials on the UD statement to the SSN/initials contained in MCTFS. When SSN/initials on the UD do not match the SSN/initials in MCTFS, the UD entry will be rejected.

3. The following action is required of the RU upon receipt of an advisory notification of transactions rejected because of invalid or mismatched SSN/initials:

a. Verify the SSN, last name, and initials on the file copy of the UD against the enlistment contract, record of induction, or appointment acceptance and record.

b. If the SSN or initials in the UD entry were incorrect, resubmit all statements with the correct SSN/initials.

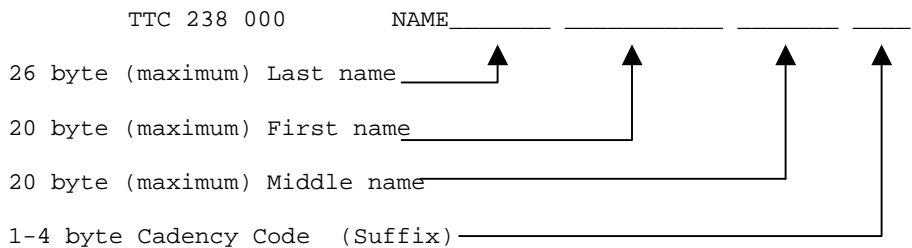
## MCTFSPRIUM 3AUG04

c. If name/initials are incorrect in MCTFS, the following action must be taken:

(1) Report a join if the Marine has not been joined into the RU. The Marine must be in the RU before further corrective action can be accomplished. The join entry must show the name/initials as contained in the MCTFS in order to be processed.

(2) Once the join entry has been accepted and the Marine is a member of the RU, report the entry shown below to change the name/initials in MCTFS.

d. If the name/initials are also incorrect on the enlistment contract, record of induction, or appointment acceptance and record, correct the document in accordance with MCO P1070.12. Only request for name changes where there is a question of legality should be forwarded to CMC (MMSB-10). The middle name and cadency code (formerly suffix) are now reported in separate fields. The old 32-byte Name format will be retained throughout MCTFS, except that the expanded name will be posted to the D151 remark. Report as follows:



4. When name/initials are incorrectly recorded on the UD in an EXCLUSIVE or GROUP entry, report individual corrections for each transaction rejected due to erroneous name/initials.

40105. SOCIAL SECURITY NUMBER (SSN) (TTC 239).

1. The SSN is assigned by the Social Security Administration and is recorded on the enlistment contract, record of induction, or the appointment acceptance and record, as appropriate.

2. The SSN and the initials are used to identify the appropriate computer record. An incorrect SSN will cause the UD statements to be rejected because there will be no computer record with the same combination of SSN/initials. Therefore, it is mandatory that the SSN for the Marine be correctly recorded on the UD. Hyphens or spaces will not be used when recording the SSN on the UD.

3. Statements that are rejected because of incorrect SSN/initials will appear on the RU's DFR. The following action is required of the RU upon receipt of a transaction rejected because of invalid SSN or erroneous SSN.

a. Verify SSN information resident in MCTFS against the Marine's Social Security Card.

b. If the SSN is incorrect in the MCTFS, the following action must be taken:

(1) If the Marine has not been joined into the RU, report a join entry, using the SSN resident in MCTFS. The Marine must be in the RU before further corrective action can be accomplished. The join entry must show the SSN as contained in the MCTFS in order to be processed.

(2) Once the join entry has been accepted and the Marine is a member of the RU, report the correct SSN as follows:

## MCTFSPRIUM 3AUG04

TTC 239 001                      SSN\_\_\_\_\_ |  
New/correct 9-byte SSN\_\_\_\_\_ ↑

(3) Do not report any additional data on a Marine in the same cycle as the SSN correction. When the SSN has updated MCTFS, continue input of additional data and entries that may have previously failed.

4. If the correct SSN cannot be obtained from the Marine's social security card or if the Marine does not have a social security card, request the necessary information from the nearest Social Security Administration office.

5. When the SSN is incorrectly reported on the UD in an EXCLUSIVE or GROUP entry, report individual corrections for each transaction rejected because of erroneous SSN.

6. If the SSN reported with an accession transaction, such as an INIT JOIN or accession at the Marine Corps recruit depot is already in MCTFS, the accession will be rejected. The RU must take the action specified in rules 1 and 2 of Table 4-1.

7. When the Marine is accessed and the SSN is not already contained on the file, the accession is accepted, and the SSN is added to the file. Once the record has been added to the CMF, the SSN is verified with the Social Security Administration. The SSN validation process described herein is accomplished by computer process between DFAS-KCC and the Social Security Administration. Individuals are identified in the Social Security Administration files by NAME, DOB, and SSN.

a. If the MCTFS information agrees with Social Security Administration files, the SSN is validated in the MCTFS.

b. If the MCTFS information does not agree with Social Security Administration files, an advisory message will be repeated every 30 days until resolved.

c. The RU must take action specified in Table 4-1. The SSN is retained on the MCTFS files, and UD entries may continue to be reported pending resolution of the discrepancy.

8. SSN, name, **and** DOB in the MCTFS must match SSN, name, and DOB in Social Security Administration files. Therefore, the SSN will be resubmitted from DFAS to the Social Security Administration for verification/validation **each** time a change of either SSN, name, or DOB is reported.

9. It is the responsibility of the individual Marine to ensure that the records at the Social Security Administration are correct. Even when the MCTFS information is correct, SSN will not be validated if Social Security Administration information is incorrect. In such cases, the individual Marine must write to the Social Security Administration and request a correction of records as follows:

a. The Application for Social Security Number, Treasury Department Social Security Administration Form SS-5 will be used to correspond with the Social Security Administration.

b. The Social Security Administration Form SS-5 and instructions may be obtained from any U.S. Post Office or from the SSA website <http://www.ssa.gov/online/ss-5.html>.

c. Complete the Social Security Administration Form SS-5 per the instructions contained on the reverse side of the form, except:

(1) Item #1 - Enter the Marine's name exactly as it is shown in the military records.



## MCTFSPRIUM 3AUG04

(2) Item #11 - Use the Marine's military address.

d. Send the completed, signed, Social Security Administration Form SS-5 to:

Social Security Administration  
6401 Security Boulevard  
Baltimore, Maryland 21235

10. The Social Security Administration will verify the Social Security Administration Form SS-5 against their information and will inform the Marine of any changes that were made based on the most current Social Security Administration Form SS-5 received. The second page of the personal data screen and (PERS) is where you view a Marine's SSA Validation information.

40106. CITIZENSHIP AND/OR COUNTRY OF ORIGIN (TTC 154)

1. Information concerning citizenship is recorded on the enlistment contract/application for enlistment, record of induction, or Appointment Acceptance and Record.

2. Refer to the Website <http://contacts.gsa.gov/glc.nsf> for the correct geographical code for reporting country of origin and MCO P1080.20 for the abbreviations entered into MCTFS for Citizenship Codes.

3. The following statements are provided:

a. Non-U.S. Citizen (an Alien):

TTC 154 000                      CITIZENSHIP ALIEN \_\_\_\_\_|  
2-byte geographical  
code for country of origin \_\_\_\_\_↑

b. U.S. Citizen Derivative by Naturalization (acquired citizenship after birth by naturalization of one or both parents):

TTC 154 001                      CITIZENSHIP DERNAT \_\_\_\_\_|  
2- byte geographical  
code for country of origin \_\_\_\_\_↑

c. U.S. Citizen Derivative by Birth (acquired citizenship at birth **outside** of the U.S. of parents, one or both of whom are U.S. citizens at the time of person's birth):

TTC 154 002                      CITIZENSHIP DERUS \_\_\_\_\_|  
2- byte geographical  
code for country of origin \_\_\_\_\_↑

d. U.S. citizen (naturalized):

TTC 154 003                      CITIZENSHIP NATLZD \_\_\_\_\_|  
2- byte geographical  
code for country of origin \_\_\_\_\_↑

e. Non-U.S. Citizen who has declared intention to obtain U.S. Citizenship by filing INS form N-315, N-321 or N-325:

# MCTFSPRIUM 3AUG04

TTC 154 004 CITIZENSHIP RESIDENT \_\_\_\_\_|

2- byte geographical  
code for country of origin \_\_\_\_\_↑

f. U.S. citizen by birth:

TTC 154 005 CITIZENSHIP US|

g. U.S. National by Birth:

TTC 154 006 CITIZENSHIP USNAT \_\_\_\_\_|

2- byte geographical  
code for country of origin \_\_\_\_\_↑

## 40107. RACE/SEX/ETHNIC GROUP AND RACE AGGREGATE (TTC 163)

1. The race, sex and ethnic group of the Marine are recorded on the appointment acceptance and record, enlistment contract/application for enlistment or record of induction. The information is initially entered into the CMF during the accession process.

2. The race/sex/ethnic information will be reported to correct erroneous information discovered during a record audit.

3. Several Race and Ethnic codes have been added to enable individuals to more accurately depict their ethnic heritage. Report Race, Sex and Ethnic codes as follows:

TTC 163 001 RACE\_\_SEX\_\_ETHNIC\_\_|

1-byte Code \_\_\_\_\_↑  
(see list below)

M or F as appropriate \_\_\_\_\_↑

1-byte Code \_\_\_\_\_↑  
(see list below)

**NOTE:** Race and Ethnic codes are also self-reportable via MOL.

DoD standardized Race codes are as follows:

OLD	NEW
C = White	A = American Indian or Alaska Native
M = Yellow	B = Asian
N = Black	C = Black or African American
R = Red	D = Native Hawaiian or Other Pacific Islander
X = Other	E = White
Z = Unknown	F = Declined to Respond

Ethnic codes, and their definitions, are as follows:

1 = Other Hispanic (persons of Spanish extraction, not delineated as Mexican, Puerto Rican, Cuban, or Latin American)

2 = U.S./Canadian Indian (persons belonging to U.S. or Canadian Indian Tribes other

## MCTFSPRIUM 3AUG04

than Alaska Natives)


- 3 = Other Asian (persons of Asian descent, not delineated as Chinese, Japanese, Korean, Filipino, Indian, or Vietnamese)  
4 = Puerto Rican (persons of Puerto Rican descent)  
5 = Filipino (persons from the Philippine Islands and their descendants)  
6 = Mexican (persons of Mexican descent)  
7 = Alaska Native (persons native to Alaska and their descendants)  
9 = Cuban (persons of Cuban descent)

A = African (persons of African descent)  
B = Caribbean (persons of Caribbean descent)  
D = Indian (persons of Asian Indian descent)  
E = Melanesian (persons of Melanesian descent)  
F = Australasian/Aborigine (persons of Australasian/Aboriginal descent)  
G = Chinese (persons of Chinese descent)  
H = Guamanian (persons of Guamanian descent)  
J = Japanese (persons of Japanese descent)  
K = Korean (persons of Korean descent)  
L = Polynesian (persons of Polynesian descent)  
P = European/Anglo (persons of European/Anglo-Saxon descent)  
Q = Other Pacific Islander (persons from the Pacific Islands and their descendants  
not delineated separately as Melanesian, Micronesian, Polynesian, or Filipino)  
S = Latin American (persons from Central and South America)  
T = Arab (persons from the Middle East and their descendants with Arab heritage)  
V = Vietnamese (persons of Vietnamese descent)  
W = Micronesian (persons of Micronesian descent)  
Z = Declined to Respond

4. Race Aggregate code, displayed on PERS and TBIR screens, will be located within the UD/MIPS, CUDDDB, and MCTFS folders in Impromptu.

TTC 163 001                      RACE AGGREGATE CODE \_\_\_\_\_

1-byte Code  
(see list below)



**NOTE:** The Race Aggregate code is also self-reportable via MOL.

Race Aggregate Codes:

A = American Indian or Alaska Native  
B = Asian  
C = Black or African American  
D = Native Hawaiian or Other Pacific Islander  
E = White  
F = Declined to Respond  
H = American Indian or Alaska Native, Asian  
J = American Indian or Alaska Native, Asian, Black or African American  
K = American Indian or Alaska Native, Asian, Black, Native Hawaiian or Other Pacific Islander  
L = American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White  
M = American Indian or Alaska Native, Asian, Black or African American, White  
N = American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander  
P = American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander, White  
Q = American Indian or Alaska Native, Asian, White  
R = American Indian or Alaska Native, Black or African American  
S = American Indian or Alaska Native, Black or African American, Native Hawaiian or Other Pacific Islander

# MCTFSPRIUM 3AUG04


T = American Indian or Alaska Native, Black or African American, Native Hawaiian or Other Pacific Islander, White  
 U = American Indian or Alaska Native, Black or African American, White  
 V = American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander  
 W = American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander, White  
 X = American Indian or Alaska Native, White  
 Y = Asian, Black or African American  
 Z = Asian, Black or African American, Native Hawaiian or Other Pacific Islander

1 = Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White  
 2 = Asian, Black or African American, White  
 3 = Asian, Native Hawaiian or Other Pacific Islander  
 4 = Asian, Native Hawaiian or Other Pacific Islander, White  
 5 = Asian, White  
 6 = Black or African American, Native Hawaiian or Other Pacific Islander  
 7 = Black or African American, Native Hawaiian or Other Pacific Islander, White  
 8 = Black or African American, White  
 9 = Native Hawaiian or Other Pacific Islander, White

## 40108. RELIGION (TTC 165)

1. The religious denomination or preference of the Marine is recorded on the Appointment Acceptance and Record for officers and on the enlistment document/application for enlistment for enlisted personnel. This information is initially entered into the MCTFS record through the accession process.
2. All changes or corrections of religious denomination are reported as follows:

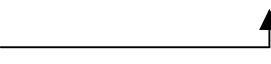
TTC 165 000 RELIGION\_\_\_\_\_|  
 2-byte code  
 from MCO P1080.20



## 40109. MARITAL STATUS (TTC 272)

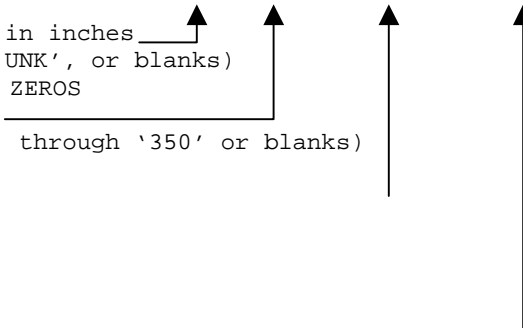
Marital status for recruits is automatically entered into the MCTFS CMF as part of the accession process at the recruit depots. Once marital status is entered into the Marine's CMF, a UD entry will be required only to correct or change a marital status code. Marital status code will appear on the BIR. Ensure the correct dependent information has been reported in conjunction with marital status. Report as follows:

TTC 272 001 MARITAL STATUS\_\_\_\_\_|  
 Marital Status Code\_\_\_\_\_|  
 from MCO P1080.20



## 40110. PERSONAL CHARACTERISTICS (HT/WT/HAIR/EYES) (TTC 391)

TTC 391 000 STAT HT\_\_\_\_\_WT\_\_\_\_\_HAIR\_\_\_\_\_EYES\_\_\_\_\_|  
 3-byte height in inches\_\_\_\_\_|  
 (i.e., '65', 'UNK', or blanks)  
 NO PRECEDING ZEROS  
 3-byte weight \_\_\_\_\_|  
 (must be '100' through '350' or blanks)



# MCTFSPRIUM 3AUG04

5-byte hair color \_\_\_\_\_  
 ('BALD,' 'BLACK,' 'BLOND,' 'BLONDE,' 'BROWN,'  
 'GRAY,' 'RED,' 'WHITE,' 'SILVER,' 'AUBURN,'  
 or 'UNK' (UNKNOWN), BLANKS)

6-byte eye color \_\_\_\_\_  
 ('BLACK,' 'BLUE,' 'BROWN,' 'GRAY,' 'GREEN,'  
 'HAZEL,' 'VIOLET,' BLANKS)

**NOTE:** Do not enter blanks for deserters in the hair and eye color fields.

## 40111. HOME TELEPHONE NUMBER (TTC 499 024)

1. An accurate home telephone number will be maintained in MCTFS on every Marine for official use.

2. The home telephone number will contain no blanks or special characters; for example, home telephone number (999) 555-2222 will be entered as 9995552222. Report as follows:

TTC 499 024                      HOME TELEPHONE NUMBER\_\_\_\_\_|  
 10-byte home telephone number                      ↑  
 (Do not use hyphens or spaces)\_\_\_\_\_

## MISCELLANEOUS DATA

### 40112. INTRODUCTION

1. The different categories of Miscellaneous Data are those items that pertain Duty Preference, Hard copy Leave Earnings Statements (LES), Gas Mask and Helmet Size, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
161 000 EX POW_____	HQ REG RES	N	N
180 000 PREF DU_____	HQ REG	N	N
256 000 PRECEDENCE NUMBER_____	HQ	N	N
386 000 START E-MAIL ADDRESS_____	HQ REG RES	N	N
386 001 CHAN E-MAIL ADDRESS_____	HQ REG RES	N	N
386 002 STOP E-MAIL ADDRESS_____	HQ REG RES	N	N
386 003 STOP HARDCOPY LES PRINT	HQ REG RES	N	N
386 004 STRT HARDCOPY LES PRINT	HQ REG RES	N	N
463 000 GAS MASK SIZE_____MASK TYPE_____HELMET SIZE_____	HQ REG RES	N	N
391 000 STAT HT ___WT ___ HAIR ___ EYES ___	HQ REG RES	N	N
494 001 PERSONAL VISION LU___RU___LC___RC___ACUITY_____	HQ REG RES	N	Y
494 002 L/R HAND_____	HQ REG RES	N	N
494 003 ENLISTMENT REFERRAL QUANTITY_____	HQ REG RES	N	Y
494 004 PRASP AUTH QY_____	HQ	Y	N
494 005 RECRUIT SECURITY ELIGIBILITY_____	HQ REG RES	N	Y
494 006 CIVILIAN CONVICTION CODE_____	HQ REG RES	N	Y
494 007 FUTURE TRNG MCC___EDA_____	HQ REG RES	N	Y
494 008 QMOS_____	HQ	N	Y
494 009 HIGH MATH ACHIEVEMENT_____	HQ REG RES	N	Y
494 010 RS MCC___RSS_____	HQ REG RES	N	Y

# MCTFSPRIUM 3AUG04

494 011 SCHOOL CONVEVE DATE_____	HQ REG RES	N	Y
494 012 VALID CIVILIAN DRIVERS LIC_____	HQ REG RES	N	Y
494 013 RETURN COLLEGE_____	HQ REG RES	N	Y

\* = NOT USED AT THIS TIME.


## 40113. EX-PRISONER OF WAR (EX-POW) (TTC 161)

1. The EX-POW codes indicate whether the Marine was ever a POW during any of the listed combat actions of the Armed Forces, and the area where held a prisoner.

2. For combinations not shown, select the one that best describes the Marine's case. Any change, establishment, or correction to the EX-POW information will show the applicable abbreviation. Report as follows:

TTC 161 000      EX POW\_\_\_\_|

1-byte code from  
MCO P1080.20 \_\_\_\_\_



## 40114. PREFERENCE OF DUTY (TTC 180)

1. Preference of duty codes are entered into MCTFS in two ways. For Sergeants and above, the preference of duty is entered from the fitness report. If the Marine desires a change to the preference of duty originally entered on the fitness report, a UD entry may be reported to correct the codes in MCTFS. For Corporals and below, a preference of duty code may be entered on the UD at the option of the individual Marine or the unit commander.

2. The following guidance is provided for use by individual Marines and the unit commander:

a. UD reporting of preference of duty is at the option of each Marine. This is not a required reporting item.

b. The assignment process at HQMC begins 5 months prior to the Marine's RTD. Therefore, Marines who desire to submit preference of duty on the UD must do so at least 6 months prior to their RTD. There is no guarantee that the Marine will be assigned to the requested duty station and specific duty stations should be avoided where possible. Specific assignments are always dependent upon a billet vacancy at the requested location or command. Each assignment is determined primarily by the **needs of the Marine Corps**.

c. Assignments for enlisted Marines returning from overseas are determined by the monitors at CMC (MMEA). Each assignment is determined primarily by the **needs of the Marine Corps**.

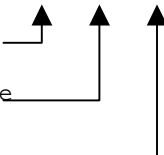
d. Unreasonable preferences will be avoided. For example, a PFC will not request duty with an I-I staff because there are no billets on an I-I staff for Marines in the grade of PFC. As a result, such a request would not be considered.

e. Requests for formal school training in an MOS other than the Marine's current MOS will not be submitted as a duty preference. Requests of this type must be submitted in writing to the CMC (MMEA).

f. Confirm duty preference codes prior to reporting. Report as follows:

TTC 180 000      PREF DU\_\_\_\_ \_ \_ \_|


# MCTFSPRIUM 3AUG04

3-byte first choice code   
 3-byte second choice code  
 3-byte third choice code  
 (MCC or fitness report duty preference code)

**NOTE:** If one or more reported Duty Preference Codes are determined to be invalid, the entry will fail. Confirm the MCC'S with MCO P1610.7 and MCO P1080.20 and re-report all three choices.

40115. PRECEDENCE NUMBER (TTC 256)

A Marine's Precedence Number is reported by CMC (MMPR) upon promotion to the next higher grade.

TTC 256 000          PRECEDENCE NUMBER \_\_\_\_\_|  
 8-byte number \_\_\_\_\_ 

40116. LEAVE EARNINGS STATEMENTS (LES) (HARD COPY)/E-MAIL ADDRESS (TTC 386)

1. This transaction is reportable through E/MSS only. This transaction cannot be input through on-line or UDMIPS. This transaction (sequence 000 and 001) will generate an advisory transaction to DJMS so they can update the electronic LES database. Sequence 003 & 004 will allow commanders to turn on or off a Marine's 'Hard Copy LES' print. Normally, the Marine will make this choice via the internet (<http://www.dfas.mil/emss/>). This option will assist the Marine and commanders in situations where use of the internet is not available and a hard copy of the LES would be preferred. Report Start or Stop Hard Copy LES as follows:

TTC 386 003 STOP HARDCOPY LES PRINT|




or

TTC 386 004 STRT HARDCOPY LES PRINT|

2. The 991 Remark will display the following:

- a. The LES FLAG CD is used to identify whether a Marine should be sent a hard copy LES.
- b. ELES DATE - the date the "hard copy LES" was turned on or turned off.
- c. EMAIL DATE - the date the E-Mail address was started, changed, or removed.

3. To report E-Mail address:

TTC 386 000 \_\_\_\_STRT E-MAIL ADDRESS\_\_\_\_\_|  
 DOA   
 E-Mail address (A/N up to 100 text/spaces)   
 TTC 386 001 \_\_\_\_E-MAIL ADDRESS REMOVE|  
 DOA 

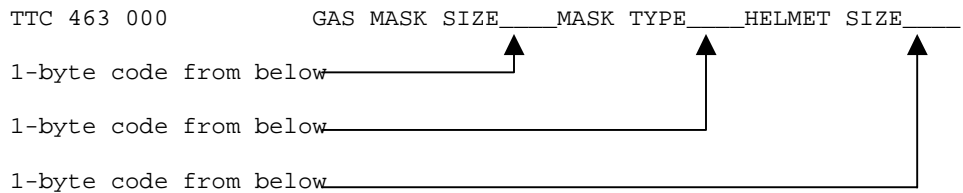
**NOTE:** Member's may perform other Self-Certified transactions via [www.mol.usmc.mil](http://www.mol.usmc.mil). These

# MCTFSPRIUM 3AUG04

transactions may be certified administratively through the RU.

40117. GAS MASK SIZE, GAS MASK TYPE AND HELMET SIZE (TTC 463)

1. Assessing the procurement and issuing requirements of individual body armor is as follows:

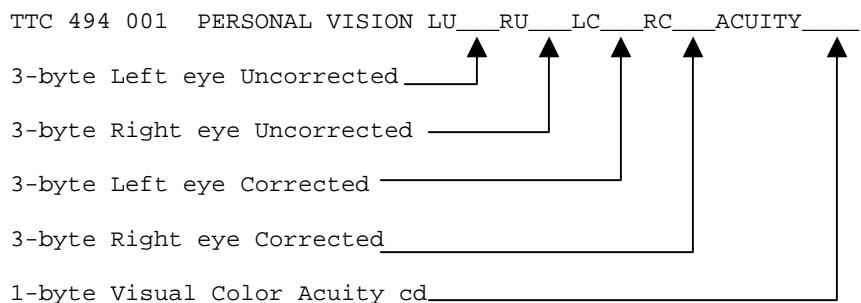


GAS MASK SIZE		GAS MASK TYPE		HELMET SIZE	
CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION
A	X-Small	F	AR5	A	X-Small
B	Small	G	M9A1	B	Small
C	Medium	H	M17A1	C	Medium
D	Large	J	M17A2	D	Large
E	X-Large	K	M24	E	X-Large
U	Unknown	L	M25	U	Unknown
		M	M25A1		
		N	XM40		
		P	XM42		
		U	Unknown		

40118. RECRUIT DATA REPORTING (TTC 494)

To report miscellaneous recruit data. (Updates 152, 153, 154, 155, 156, 157, 158, 159 remarks). Report as applicable:

a. PERSONAL VISION/ACUITY (TTC 494 001).



CODES FOR VISION/ACUITY REPORTING ARE:

0 - 20-20 NO GLASSES	4 - ANY OTHER NOT COLOR BLIND	8 - COLOR BLIND W/ANY CORR 20-20
1 - 20-30 CORR 20-20	5 - COLOR BLIND W/20-20 NO	9 - COLOR BLIND W/ANY OTHER

4-16



# MCTFSPRIUM 3AUG04

2 - 20-50 CORR 20-20      6 - COLOR BLIND W/20-30 CORR      A - LIGHT PERCEPTION ONLY  
 3 - ANY CORR 20-20      7 - COLOR BLIND W/20-50 CORR

## b. LEFT/RIGHT HAND (TTC 494 002)

TTC 494 002 L/R HAND\_\_\_\_|

1-byte alnum L or R\_\_\_\_  
 (L=Left, R= Right)

## c. ENLISTMENT REFERRAL QUANTITY (TTC 494 003)

TTC 494 003 ENLISTMENT REFERRAL QUANTITY\_\_\_\_|

2-byte numeric referral number \_\_\_\_\_

## d. RECRUITER ASSIST AUTHORITY QUANTITY (TTC 494 004)

TTC 494 004 PRASP AUTH QY\_\_\_\_| (HQMC ONLY)

2-byte projected numeric days authorized

## e. RECRUIT SECURITY ELIGIBILITY (TTC 494 005).

TTC 494 005 RECRUIT SECURITY ELIGIBILITY\_\_\_\_|

1-byte Alpha cd\_\_\_\_\_

## f. CIVILIAN CONVICTION CODE (TTC 494 006)

TTC 494 006 CIVILIAN CONVICTION CODE\_\_\_\_|

1-byte numeric cd\_\_\_\_\_

## CIVILIAN CONVICTION CODE:

0 - No Convictions

1 - Six or fewer moving violations; and/or no more than non-traffic violations; and/or six months or fewer of court imposed probation.

2 - All other convictions

## g. FUTURE TRAINING MCC EDA (TTC 494 007)

TTC 494 007 FUTURE TRNG MCC\_\_\_\_EDA\_\_\_\_|

3-byte MCC \_\_\_\_\_

8-byte date of arrival \_\_\_\_\_

## h. QUOTA MOS (TTC 494 008)

TTC 494 008 QMOS\_\_\_\_|

4-byte final school MOS \_\_\_\_\_

## i. HIGH MATH ACHIEVMENT (TTC 494 009)

TTC 494 009 HIGH MATH ACHIEVEMENT\_\_\_\_|

# MCTFSPRIUM 3AUG04

2-byte code\_\_\_\_\_

## HIGH MATH CODES:

CA	COLLEGE ALGEBRA	HA	HIGH SCHOOL ALGEBRA
CC	COLLEGE CALCULUS	HC	HIGH SCHOOL CALCULUS
CG	COLLEGE GEOMETRY	HG	HIGH SCHOOL GEOMETRY
CM	COLLEGE GENERAL MATH	HM	HIGH SCHOOL GENERAL MATH
CT	COLLEGE TRIGONOMETRY	HT	HIGH SCHOOL TRIGONOMETRY

## j. RECRUIT STATION MONITORED COMMAND CODE/RECRUIT STATION COMMAND CODE (494 010)

TTC 494 010                      RS MCC\_\_\_\_RSS\_\_\_\_|

3-byte MCC \_\_\_\_\_▲

2-byte recruit sub station (DPI) \_\_\_\_\_▲

## k. SCHOOL CONVENE DATE (TTC 494 011)

TTC 494 011 SCHOOL CONVENE DATE\_\_\_\_|

Date school begins \_\_\_\_\_▲

## l. VALID CIVILIAN DRIVERS LICENSE (TTC 494 012)

TTC 494 012 VALID CIVILIAN DRIVERS LIC\_\_\_\_|

1-byte Yes or No \_\_\_\_\_▲

## m. RETURN COLLEGE (TTC 494 013)

TTC 494 013                      RETURN COLLEGE\_\_\_\_|

8-byte date for incremental reserve \_\_\_\_\_▲

# MCTFSPRIUM 3AUG04

TABLE 4-1--SSN VALIDATION			
R U L E	A	B	C
	If the error message on the DFR is	and research indicates that a/an	then
1	REPORTED SSN IS DUPLICATE AND ALREADY ASSIGNED TO ANOTHER MARINE. REFER TO MCTFSPRIM PAR 40104.	Erroneous SSN was reported on the UD	Reaccess the Marine with the correct SSN.  Resubmit all entries with the correct SSN.
2		SSN reported on the UD agrees with SSN on Marine's social security card	Marine will report discrepancy to the Social Security Administration using SSA Form SS-5  If the Social Security Administration issues a new SSN, take action in rule 1, above.  If Social Security Administration verifies current SSN as correct, notify the CMC (MMSB-10). Instructions will be provided by separate correspondence.
3	SSN NOT ON SOCIAL SCTY ADMIN FILE. REFER TO MCTFSPRIM FOR ACTION TO BE TAKEN	Marine was accessed with an erroneous SSN	Report correct SSN.

MCTFSPRIUM 3AUG04

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# MCTFSPRIUM 3AUG04

TABLE 4-1 CONTINUED--SSN VALIDATION			
R U L E	A	B	C
	If the error message on the DFR is	and research indicates that a/an	then
4	SSN NOT ON SOCIAL SCTY ADMIN FILE. REFER TO MCTFSPRIM FOR ACTION TO BE TAKEN	SSN was issued less than 30 days prior to date Marine was accessed into the MCTFS	It is possible that the MCTFS request for SSN validation reached the Social Security Administration before the SSN was added to the file. SSNs that were not validated are automatically resubmitted to the Social Security Administration every 30 days. No action required until receipt of second notice on DFR. If a second notice is required the Marine must request verification from the Social Security Administration. If a different SSN is received, report new SSN on UD. If SSN is verified as correct, no additional action is required.
5			
6	SSN INVALID IN MCTFS OR SOCIAL SCTY ADMIN FILE. REFER TO MCTFSPRIM FOR NECESSARY CORRECTIVE ACTION.	Marine was accessed with erroneous SSN	Report correct SSN.
7		Name of DOB or both are incorrect in the MCTFS	Report correct name and/or DOB on UD.
8	SSN INVALID IN MCTFS OR SOCIAL SCTY ADMIN FILE. REFER TO MCTFSPRIM FOR NECESSARY CORRECTIVE ACTION.	SSN, name, and DOB in the MCTFS are correct	<ol style="list-style-type: none"> <li>1. Marine must report current information to Social Security Administration using SSA Form SS-5</li> <li>2. If Social Security Administration issues a new SSN, Report on UD.</li> <li>3. If Social Security Administration files are incorrect and will be changed to conform to the MCTFS file, report DOB on UD.</li> </ol>

# MCTFSPRIUM 3AUG04

## Section 2: MEDICAL DATA

### 40200. INTRODUCTION

1. The different categories of this Section are those items that pertain to Medical Data, such as Blood Type, Casualty Status, Mental Incompetency Flag, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
039 000 DEOX ACID TEST DATE____	HQ REG RES	N	N
267 000 CAS STATUS____RU	HQ	N	N
341 000 MEDSERVGRP AUTH HELD____EXPIRES____	HQ	N	N
342 000 FLT WAIVED____	HQ	N	N
499 001 HIV III____	HQ REG RES	N	N
499 018 BLOOD TYPE____	HQ REG RES	N	N
754 000 MENTAL INCOMPETENCY FLAG____	HQ	N	N
813 000 LAST PHYS EXAM____	HQ REG RES	N	N
814 000 PHYS RISK CLASS____	HQ RES	N	N
829 000 PHYS CERT____	HQ RES	N	N

### 40201. CASUALTY STATUS (TTC 267)

Use the following statement to report a Marine's casualty status:

TTC 267 000 CAS STATUS\_\_\_\_RUC\_\_\_\_| (CMC (MHP-10)).

1-byte code \_\_\_\_\_  
from MCO P1080.20

5-byte RUC  
member attached to \_\_\_\_\_

### 40202. MEDICAL SERVICE GROUP/AUTHORIZATION HELD (TTC 341)

Medical service group/authorization held codes and expiration date for naval aviators, naval flight officers, officer navigators, air crewmembers, and air controllers are assigned upon completion of a medical evaluation and issuance of an authorization to an individual based on the results, and reported by CMC. Medical service group/authorization held codes are listed in MCO P1080.20.

TTC 341 000 MEDSERVGRP AUTH HELD\_\_\_\_EXPIRES\_\_\_\_| (CMC (MMOA ONLY))

1-byte A/N code \_\_\_\_\_

8-byte ED (YYYYMMDD) \_\_\_\_\_

### 40203. WAIVER FLAG (FORMERLY AERONAUTICAL FLAG) (TTC 342)

The waiver flags are codes indicating that a portion or all of the minimum or maximum annual flying requirements and/or monthly flight time for pay have been waived for a naval aviator or naval flight officer. Report as follows:

# MCTFSPRIUM 3AUG04

TTC 342 000          FLT WAIVED\_\_\_\_\_|HIST:\_\_\_\_\_| (CMC ONLY)

1-byte waiver code from\_\_\_\_\_|  
MCO P1080.20

2-byte waiver year last waiver\_\_\_\_\_|  
issued (for example, 20)

Authority\_\_\_\_\_|

40204. HUMAN IMMUNODEFICIENCY VIRUS (HIV III) TEST DATE (TTC 499 001)

1. All deployed Marines and all Rapid-Deployment-Forces are required to be tested for HIV III antibody annually. Additionally, all Marines being transferred to an overseas assignment must have been tested within 6 months prior to executing the overseas transfer. HIV III testing is required for all others during routine physical examination screening.

2. The Commander maintains the date of annual HIV III antibody testing in MCTFS for use in monitoring and tracking testing. Report as follows:

TTC 499 001          HIV III\_\_\_\_\_|

6-byte ED (YYYYMM)\_\_\_\_\_|

**NOTE:** The HIV III Tested data element was moved from the BTR to the BIR in both MCTFS and UD/MIPS.

40205. DEOXYRIBONUCLEIC ACID (DNA) TEST (TTC 039)

The DNA Date will be displayed on MCTFS, MOL, and MIPS BIRs. This data element is also on the CUddb and the UD/MIPS and ODSE Impromptu Catalogs. Report DNA test as follows:

TTC 039 000          DEOX ACID TEST DATE\_\_\_\_\_|

8-byte test date\_\_\_\_\_|

40206. BLOOD TYPE (TTC 499 018)

After verification from a competent medical authority, Blood Type information is reported using the following statement and codes:

TTC 499 018          BLOOD TYPE\_\_\_\_\_|

1-byte code from below\_\_\_\_\_|

CODE	BLOOD TYPE
1	A Negative
2	A Positive
3	B Negative
4	B Positive
5	AB Negative
6	AB Positive
7	O Negative
8	O Positive

## MCTFSPRIUM 3AUG04

### 40207. MENTAL INCOMPETENCY FLAG (TTC 754)

To report the mental incompetence of a member. Report as follows:

TTC 754 000 MENTAL INCOMPETENCY FLAG\_\_\_\_\_|(CMC ONLY)

1-byte 'Y' Yes or 'N' No\_\_\_\_\_↑

### 40208. DATE LAST PHYSICAL EXAMINATION (TTC 813)

1. LAST PHYSICAL EXAM information will be reported each time that a Marine completes a physical exam for any reason. The date of a Marine's last physical examination is obtained from the most recently completed Standard Form (SF) 88, Report of Medical Examination. The date of last physical examination will be reported whether or not the Marine was found physically qualified. Report as follows:

TTC 813 000 LAST PHYS EXAM\_\_\_\_\_|

8-byte ED (YYYYMMDD)\_\_\_\_\_↑

**NOTE:** Any component codes that are considered TEMACDU (less than 180 days), must contact MISSO 16-17 to have this transaction reported. For **EXAMPLE**, component codes **C7, CA, CB**, etc. Refer to MCO P1080.10 for complete listing.

2. If a Marine is found not physically qualified for retention in the Marine Corps, whether pending evaluation by a medical board or awaiting separation, physical risk classification will be corrected to reflect current status. The accurate and timely input of the date of last physical examination and the current physical risk classification will be used to determine eligibility for mobilization and promotion. These entries are the unit commander's means to certify a Marine's physical status. The following guidelines apply:

a. Members who are 49 years of age or less are required to have a physical examination every 5 years. The 5-year period commences on the date of the last physical examination.

b. Members who are in the age group of 50 through 59 years of age are required to have a physical examination every 2 years. The 2-year period commences on the date of the last physical examination.

c. Members who are 60 years of age or older are required to have a physical examination every year. The 1-year period commences on the date of the last physical examination.

3. If a Marine requests retirement, ensure the LAST PHYS EXAM is reported prior to transferring the Marine to the Retired List. (Refer to Chapter 10, SEPARATIONS).

### 40209. PHYSICAL CERTIFICATION (TTC 829)

The CG **MOBCOM** or MISSO-17 reports the Physical Certification for members attending the Annual Muster or completing the Mail Screening Form. When this entry is reported, edits in MCTFS compare the DOB and the LAST PHYS EXAM. An advisory message is generated on the unit's DFR if the Date of Last Physical does not meet the Physical Examination requirements. Ensure the physical risk classification in the MCTFS is current (see below). Report as follows:

TTC 829 000 PHYS CERT\_\_\_\_\_|

8-byte ED (YYYYMMDD)\_\_\_\_\_↑



## MCTFSPRIUM 3AUG04

### 40210. PHYSICAL RISK CLASSIFICATION (TTC 814)

1. A physical risk classification code is assigned upon initial entry into the Ready Reserve. This code is used to determine eligibility for retention in the Ready Reserve and for promotion.

2. Physical risk information is obtained from unit records. Physical risk classifications that are not available from unit records, are requested from CMC (MHP). Report as follows:

TTC 814 000                      PHYS RISK CLASS\_\_\_\_\_|

Code from MCO P1080.20\_\_\_\_\_↑

4. Physical risk classification codes for the SMCR and the IRR officers are used by the CMC (MMPR) to determine eligibility for receipt of promotion after selection. Out-of-date physical risk codes and date last physical will result in delay of the promotion. The CG **MOBCOM** will enter physical risk codes and date last physical for the IRR officers.

5. If a Reserve Marine's physical risk code is not recorded in the MCTFS upon completion of AD, MCTFS will automatically post an 'A' to MCTFS. RU's must verify the physical risk classification code in such instances, and if other than 'A', report the correct code.

# MCTFSPRIUM 3AUG04

## Section 3: WEIGHT CONTROL/MILITARY APPEARANCE

### 40300. INTRODUCTION

1. The different categories of this section are those items that pertain to Weight Control and Military Appearance. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
337 000 TO WT CNTL	REG RES	N	Y
337 001 EXTEND WT CNTL	REG RES	N	Y
338 000 TO MILAP	REG RES	Y	Y
339 000 FR WT CNTL	REG RES	N	Y
339 002 FR MILAP	REG RES	N	Y

### 40301. WEIGHT CONTROL/MILITARY APPEARANCE PROGRAM (WC/MAP) (TTC 337/338/339)

1. Weight control and military appearance information is used by the unit commander, training officer, higher echelons, CMC, the medical department, or the Department of Defense in monitoring Marines found to be physically unqualified as a result of obesity, an overweight condition, or unsatisfactory personal appearance.

2. Female Marines who become pregnant while assigned to weight control will remain on weight control in an 'inactive' status. No Unit Diary entry is required when a Marine on weight control becomes pregnant other than reporting Duty Limitation 'N'. When a Marine is subsequently reported to a non-medical duty limitation, it will reinstate the Marines active status on the Weight Control Program. Female Marines will not be eligible for promotion while assigned to weight control. See the reference for guidance concerning female Marines returning to full duty after childbirth/prematurely terminated pregnancy and the requirement to conform to weight or body fat standards.

3. After initial assignment to the WC/MAP, it is possible for the Marine to be removed from this program for satisfactory progress. Conditions requiring or permitting assignment, extension, or removal from the various categories of the WCMAP are contained in MCO 6100.10. To report assignment to, extension of assignment, and removal from weight control and military appearance:


TTC 337 000\_\_TO WT CNTL|

TTC 337 001\_\_EXTEND WT CNTL|

TTC 339 000\_\_FR WT CNTL|

TTC 338 000\_\_TO MILAP|

TTC 339 002\_\_FR MILAP|

UD. 8-byte DOA  when the date of assignment to the WC/MAP differs from the date of the

## MCTFSPRIUM 3AUG04

**NOTE 1:** The Promotion Restriction Period and Restriction Status Codes for TTC 337 are as follows: (Refer to Chapter 7, Section 7 for reporting TTC 053 PROM RESTR.)

TTC	ENGLISH	RESTR PERIOD	RESTR CODE
337 000	TO WT CNTL	UNTIL REMOVED FR WT CNTL	4

**NOTE 2:** If a Marine was reported to WTCNTL/MILAP due to administrative error, (i.e., reported TO WTCNTL using the incorrect SSN), use a DEL AS ERR statement to correct the error. In this case, there is no requirement to submit for BCNR.

**NOTE 3:** For Marines who become pregnant while assigned to WCMAP refer to Chapter 4, Section 4 to report a duty limitation of pregnancy.

a. When TTC 157 003 DU LIMIT PREGNANCY is reported on a Marine that is currently assigned to the Weight Control Program, it will suspend their status in the weight control program and generate the following advisory message: "MARINE PLACED IN INACTIVE WT CNTL STATUS".

b. Marines will not be promoted while in a Duty Limitation of 'N' (Pregnancy) **and** Weight Control Status Code of '5'. When the select grade routine is reported, it will automatically exempt these Marines from consideration.

c. When a Marine is reinstated to a non-medical duty limitation, it will again reinstate the Marines active status on the Weight Control Program and generate the following advisory: "MARINE RETURNED TO ACTIVE WT CNTL STATUS FOR SIX MONTHS".

# MCTFSPRIUM 3AUG04

## Section 4: LIMITED DUTY STATUS

### 40400. INTRODUCTION

1. This section includes Duty Limitation and Duty Status. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
157 000 DU LIMIT CON OBJTR_____	HQ REG RES	N	N
157 001 DU LIMIT HAZ AREA RESTR_____	HQ REG RES	N	N
157 002 DU LIMIT INSUF ACT SERV_____	HQ REG RES	N	N
157 003 DU LIMIT PREGNANCY_____	HQ REG RES	N	N
*157 004 DU LIMIT MUL WOU RVN_____	HQ REG RES	N	N
157 005 DU LIMIT NONE_____	HQ REG RES	N	N
157 006 DU LIMIT LD MED BOARD_____	HQ REG RES	N	N
157 007 DU LIMIT PHYS REM_____	HQ REG RES	N	N
157 008 DU LIMIT RETN LD STAT_____	HQ	N	N
157 009 DU LIMIT SOLE SURV_____	HQ REG RES	N	N
157 010 DU LIMIT UNK_____	HQ REG RES	N	N
*157 011 DU LIMIT WOU RVN HOSP NOT RVN_____	HQ REG RES	N	N
157 012 DU LIMIT 17 YRS_____	HQ REG RES	N	N
157 013 DU LIMIT PCE CRPS SERV_____	HQ REG RES	N	N
157 015 DU LIMIT ADMINISTRATIVELY NON-DEPLOYABLE_____	HQ REG RES	N	N
157 016 DU LIMIT KEY FED_____	HQ REG RES	N	N
460 000 DU STATUS_____	HQ REG	Y	N
* NO LONGER USED			

### 40401. DUTY LIMITATION (TTC 157)

1. The duty limitation of the Marine is determined from the references and appropriate source documents. If more than one duty limitation is applicable, the more permanent limitation is reported. Use the appropriate statement shown above with an 8-byte (YYYYMMDD) equal to the determination date, to report change of duty limitation.

2. Table 4-5 summarizes requirements to report duty limitation. When a duty limitation no longer exists, report a UD entry to change the duty limitation to NONE or to the appropriate limitation, if another is valid.

### 40402. DUTY STATUS (TTC 460)

1. A Marines' Duty Status Code should reflect the current duty status of the individual Marine. The duty status is automatically updated based on submitted entries and will only reflect the most recent generated duty status. Particular attention must be paid to the current duty status of a Marine prior to reporting an entry that will affect this status.

2. Reporting Duty Status Codes 'B' through 'H', 'M', 'U', 'V', or 'W' will create a MCTFS D601 Pay Remark with an effective date of the transaction without a 'To' statement being reported. Reporting the duty status without the 'To' statement will prevent the RU from returning the Marine from that status. For **EXAMPLE**, if Duty Status 'D' (CONF AWTG TRIAL SPCM) is reported, a D601 Pay Remark will place the Marine in a confined status. However, the RU will not be able to report FROM CONF because the Marine was never reported TO CONF.

## MCTFSPRIUM 3AUG04

Failure to adhere to this guidance will create unnecessary administrative burdens that cannot be corrected at the RU level.

### 3. Additional reporting guidance is provided:

a. A JOIN DU entry automatically updates MCTFS to reflect a duty status associated with the type of join reported.

b. All TO entries submitted on the UD will automatically change a Marine's duty status based on the type of entry reported, i.e., a TO TAD EXCESS entry will change the duty status to 'A' (TAD).

c. Ensure FROM entries are compatible with the current duty status reflected in MCTFS, i. e., a RET FR IHCA entry will fail if MCTFS reflects a 'P' (Sick in hosp) duty status. All FROM entries submitted on the UD will automatically change a Marine's duty status to '1' (full duty status). When reporting a FROM entry with an ED, and the Marine is returning to a duty status other than '1', the ED on both entries must be the same. If returning to other than full duty status, refer to Chapter 7 and report as follows:

TTC 460 000            DU STATUS\_\_\_\_|

Appropriate code            ↑  
from MCO P1080.20 \_\_\_\_\_

**NOTE:** Duty status cannot be reported with an ED prior to the ED of the last reported change in duty status.

## MCTFSPRIUM 3AUG04

TABLE 4-5--DUTY LIMITATION				
R U L E	A	B	C	D
	If the Marine	and	then	TTC
1	claims to be a conscientious objector	Marine has been designated a conscientious objector by competent authority as outlined in current Marine Corps directives	DU LIMIT CON OBJTR_____	157 000
2	has a hazardous area restriction		DU LIMIT HAZ AREA RESTR_____	157 001
3	has not completed 84 days training on AD		DU LIMIT INSUF ACT SERV_____	157 002
4	is not eligible for combat deployment due to pregnancy (not including maternity leave)		DU LIMIT PREGNANCY_____   (NOTE 1)	157 003
5	was twice wounded in Vietnam requiring hospitalization in excess of 48 hours each wound; or thrice wounded regardless of nature or treatment of wounds		DU LIMIT MUL WOU RVN_____	157 004
6	does not have any restrictions on duty		DU LIMIT NONE_____   (NOTE 2)	157 005
7	is classified as not physically qualified for combat by competent medical authorities		DU LIMIT LD MED BOARD_____	157 006
8	enlisted under physical remedial program	competent authority authorizes assignment to program	DU LIMIT PHYS REM_____	157 007

## MCTFSPRIUM 3AUG04

TABLE 4-5 CONTINUED--DUTY LIMITATION

R U L E	A	B	C	D
	If the Marine	and	then	TTC
9	on AD in excess of 16 years is placed in a limited duty status as a result of a medical board or Secretary of the Navy action	requests in writing to be retained on AD in a limited duty status to complete 20 years active service per MCO P1900.16	DU LIMIT RETN LD STAT_____  (CMC ONLY)	157 008
10	has been designated a sole surviving son or daughter		DU LIMIT SOLE SURV_____	157 009
11	has an unknown duty limitation while awaiting disposition from higher authority		DU LIMIT UNK_____	157 010
12	is less than 18 years of age		DU LIMIT 17 YRS_____	157 012
13	was a former Peace Corps member		DU LIMIT PCE CRPS	157 013
14	is judged medically non-deployable by competent authority		DU LIMIT MEDICALLY NON-DEPLOYABLE_____	157 014
15	is judged administratively non-deployable by a competent authority		DU LIMIT ADMINISTRATIVELY NONDEPLOYABLE_____	157 015
17	is a Senator/Congressman and/or Key Federal Employee		DU LIMIT KEY FED_____	157 016

**NOTE 1:** If a Weight Control code of '1', '2', or '4' was reported prior to reporting DU PREGNANCY N LIMIT; a Weight Control code of '5' will automatically be generated. Refer to WEIGHT CONTROL, Section 3 of this chapter.

**NOTE 2:** When CMC reports PEB FOUND FIT\_\_\_\_EFF\_\_\_\_, and a DU LIMIT Code of 'Q' was reported, remove DU LIMIT Code by reporting DU LIMIT '0' (zero) (full duty status).

**NOTE 3:** Report change of duty limitation using an 8-byte (YYYYMMDD) FROM DATE equal to the determination date (see paragraph 40401).

# MCTFSPRIUM 3AUG04

## Section 5: RESERVIST INFORMATION

### 40500. INTRODUCTION

1. The different categories of Reserve Unique Information are those items that pertain to Reserves, such as Mandatory Removal Date, SRB/Med Flag, Physical Risk Classification, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
250 000 ____AR CAREER DESIGNATED MARINE	HQ	N	Y
243 000 MAND REMOVAL DATE_____	HQ RES	N	N
811 000 SRB/MED FLAG_____	HQ RES	N	N
818 000 DATE JOINED SMCR_____	RES	N	N
819 000 DISPFLG_____ED_____	RES	N	Y
846 000 ANNVDAT_____	HQ RES	N	N
857 000 MANDATORY IDT PARTICIPATION START_____	HQ RES	N	N
858 000 MANDATORY IDT PARTICIPATION STOP_____	HQ RES	N	N
859 000 MANDATORY IDT PARTICIPATION EXT ____ MO	RES	N	N
860 000 PENSION NOT IN RECEIPT	RES	N	N
860 001 PENSION WAIVED	RES	N	N
860 002 PENSION NOT WAIVED	RES	N	N
873 000 ACTIVE DUTY FROM DATE_____	RES	N	N
922 000 CRCR CERTDATE_____	HQ REG RES	N	N

### 40501. MANDATORY REMOVAL DATE (TTC 243)

1. The Mandatory Removal Date for Reserve Officers (MAJ to COL) is computed from the Date Accepted First Commission field on the MCTFS Master File. Reserve Warrant Officer's Mandatory Removal Date is computed from Pay Entry Base Date (PEBD). The following restrictions apply:

PRESENT GRADE OF OFFICER	MAXIMUM YEARS ALLOWED
W3	30
W4	30
W5	30
O4	20
O5	28
O6	30

2. Report the waivers for the maximum age-in-grade limitations with the following statement:

TTC 243 000            MAND REMOVAL DATE\_\_\_\_\_ | HIST:\_\_\_\_\_ | (CMC (RA))

8-byte mandatory removal ED\_\_\_\_\_ ↑

Authority\_\_\_\_\_ ↑



## MCTFSPRIUM 3AUG04

**NOTE:** See Chapter 3, Section 3 for the Incurred Obligated Service Code and Incurred Obligated Service Date.

### 40502. CAREER DESIGNATED MARINES (AR/ADSW) (TTC 250)

a. The following TTC will be used by HQMC(RAM) to identify career designated AR Marines in MCTFS. These Marines will be identifiable by use of the AR Career Designated Marine flag of '1' that will be displayed on the enlistment screen within MCTFS. Report as follows:

TTC 250 000      \_\_\_\_\_ AR CAREER DESIGNATED MARINE (CMC ONLY)  
8 byte ED      ↑  
(YYYYMMDD) \_\_\_\_\_

b. TTC 881 (transfer) allows the reporting of reserve transfers to active duty for periods that end on or prior to the reserve ECC. In cases where the reserve contract does not cover the entire reported active duty period, the active duty EAS/ECC posted to MCTFS will be equal to the Reserve ECC (see Chapter 3).

c. Extension of enlistment related processes, will properly adjust the EAS, ECC, and Reserve ECC of reservist on active duty in excess of 30 days.

d. TTC 122 (ECC) will fail if, in the case of a reserve Marine, the reported active duty ECC is greater than the Reserve ECC on file in MCTFS.

### 40503. OQR/SRB/MED REC FLAG (TTC 811)

1. The OQR/SRB MED flag will be assigned to provide data on location/status of Service Records for Marines in transferred, separated, joined, or TAD status.

a. Service Records for personnel in a transferred, separated, or RELACDU status will be transferred as outlined in MCO P1070.12.

b. Report the status of Service Records for Marines joined at a new command/unit of assignment and those attached in a TAD status.

c. Explain in a HIST: statement the status of any records not forwarded to the new command (e.g., "LTR MAILED TO USNH BETHESDA MD 10 APR 98 REQ MEDICAL RECORDS BE FWD TO YOUR COMMAND" or "UNABLE TO LOCATE DENTAL RECORDS NEVER REC THIS COMMAND", etc.)

2. Report the OQR/SRB/MED flag data as follows:

TTC 811 000      SRB/MED FLAG \_\_\_\_\_ | HIST: \_\_\_\_\_ |  
Location code (position 1)      ↑  
from Tables 4-2 and 4-3 \_\_\_\_\_  
Disposition code (position 2)      ↑  
from Tables 4-2 and 4-3 \_\_\_\_\_  
Other data as appropriate \_\_\_\_\_  
(i.e., location of missing records)

### 40504. DATE JOINED SMCR (TTC 818)

1. The date of join to the SMCR will be reported.

a. For all NPS personnel enlisted into the SMCR:

## MCTFSPRIUM 3AUG04

(1) The DATE JOINED SMCR will be initially established as the date of enlistment. Completion and return from IADT does not alter the initially established DATE JOINED SMCR.

(2) If the Marine is subsequently ordered to EAD or transferred to IRR/Standby Reserve, and then returns to an SMCR unit (at a later date), the DATE JOINED SMCR will remain as previously established provided the EAD, IRR, or Standby Reserve time is 1 year or less. If the time is for more than 1 year, the DATE JOINED SMCR will be reestablished, and will be the date the Marine rejoins the SMCR unit.

b. For all prior service (PS) personnel:

(1) The DATE JOINED SMCR for reservists executing an immediate or continuous reenlistment into the SMCR will remain as previously established providing the reservist was in an SMCR unit at the time of reenlistment.

(2) If the Marine is a join from IRR or Standby Reserve with no previous SMCR service, the DATE JOINED SMCR will be established as the date joined the SMCR unit.

(3) If the Marine is a join from IRR or Standby Reserve with previous SMCR service, paragraph 4037.1a(2) applies.

(4) For broken reenlistments, the DATE JOINED SMCR will be reestablished as the date of current enlistment if the break in SMCR service is more than 1 year.

2. Report the date joined the SMCR as follows:

TTC 818 000                      DATE JOINED SMCR\_\_\_\_\_

8-byte ED (YYYYMMDD)\_\_\_\_\_▲

## 40505. DISPUTED DATA INDICATOR (TTC 819)

1. The Privacy Act of 1974 provides individuals the right to: Determine if a pertinent record exists; request access to those records; request an accounting of disclosures of records; request an amendment of records; and file a statement of disagreement if an amendment to the records is refused.

2. Except in incidents involving corrections of minor errors, request for amendments of factual data will be submitted in writing to the CO having physical custody of the OQR/SRB. The request should contain sufficient information to permit identification and location of the record, description of item or portion of record to be amended, reason for request, and documentary evidence supporting the requested amendment. Upon receipt of the request, the desired amendment is normally approved, documented, and the requester notified of the completed action. In the event the amendment cannot be approved, it will be forwarded for action by an official possessing denial authority.

3. Approval of the request, by the denial authority, will result in the requested amendment being made. If denied, the originator will be notified of the reason and provided the option of appealing this decision to an Administrative Review Board. If denial is warranted following this review, the originator will be informed of the right to file a disagreement with this decision through an entry of disputed data. This is initiated through the preparation of a Statement of Dispute. Upon receipt of this statement, actions required of the unit are contained in MCO P5211.2. Specifically this action includes:

a. If the disputed data is contained only in the individual's Service Record, the record will be annotated to reflect that it contains disputed information and a copy of the

## MCTFSPRIUM 3AUG04

statement and applicable summary data filed to permit its retrieval whenever the disputed portion is disclosed.

b. If the disputed data is contained in both the individual's Service Record and the CMF, it will be necessary, in addition to actions outlined above, to also submit a UD statement identifying the occurrence of disputed data. Report as follows:

TTC 819 000          DISPF LG    ED    |  
Codes 'Y', 'R', or '0'    ↑    ↑  
(NOTE)  
8-byte ED (YYYYMMDD) statement  
of disagreement initiated    ————

**NOTE:** Disputed data flag codes:

Code 'Y'. HIST: Authority: date/office initiating denial  
Code 'R'. HIST: Authority: date/office amending initial denial  
Code '0' (zero). HIST: Statement explaining reason for change

c. If the disputed data from a previous occurrence of dispute has been resolved and a new occurrence is to be reported, see above. The ED must always be greater than the ED of the resolution of previous disputed data.

d. If the Marine currently has disputed data that has not been resolved and a new occurrence of dispute arises, do not report the new occurrence until the previous dispute is resolved. Once resolved, report the new occurrence and the ED per this section. Annotate the member's OQR/SRB (Administrative Remarks, NAVMC 118(11)), so that the new occurrence will be reported upon resolution of the previous occurrence of disputed data.

e. Disputed data reported erroneously. (i.e., wrong member, report a DELETE AS ERR statement to correct the Marine's CMF, then report the information on the correct member).

### 40506. MANDATORY PARTICIPATION START/STOP DATES (TTC 857/858/859) AND EXTENDING THE MDP OF UNSATISFACTORY PARTICIPANTS

1. Upon initial enlistment into the USMCR, each reservist incurs an 8-year Mandatory Service Obligation (MSO). A portion of this obligation is contractual service in the SMCR as agreed to and stated on the enlistment contract. Because the Reserve offers several contractual service options, they are noted on the contract and in the MCTFS by component code.

2. If Mandatory Drill Participation (MDP) start and stop dates are incorrect or missing, report changes. The MDP start date is established when the reservist is accessed into MCTFS for IADT or in the case of a category 'P' reservist when ECCO data is input on an initial join into the Marine Corps Reserve. Refer to MCRAMM, SGLI, MCO P1080.20 and Chapter 8 for more information. Changes to the dates of mandatory IDT obligation are reported as follows:

TTC 857 000          MANDATORY IDT PARTICIPATION START    |  
8-byte ED (YYYYMMDD) IDT obligation starts    ↑  
or  
TTC 858 000          MANDATORY IDT PARTICIPATION STOP    |  
8-byte ED (YYYYMMDD) IDT obligation stops    ↑

3. **MANDATORY IDT PARTICIPATION EXTENSION.** Policy from the CMC (RAP) authorizes the option of extending the Mandatory Drill Participation (MDP) Stop Date for those members of the Selected Marine Corps Reserve (SMCR) who are categorized as Unsatisfactory Participants due to missed drills. SMCR Commanders have an additional administrative tool to recover lost drill time, while Marines are afforded the opportunity to honorably complete their military

## MCTFSPRIUM 3AUG04

service obligation. To extend the MDP Date, report as follows:

TTC 859 000                MANDATORY IDT PARTICIPATION EXT \_\_ MO |

2-byte number of months    ↑

- (a) The number of months within this TTC will be added to the member's MDP Stop Date.

(b) This TTC may only be reported by Reserve Reporting Units, and may only be reported once during a Marine's career. At no time may the MDP Stop Date exceed the member's Reserve Expiration of Current Contract. This field is displayed on the 'ENLM' Screen (Page 2) and on the Basic Individual Record (BIR). Within MOL, Mandatory Drill Extension will be displayed on the BIR under the Contract Information Header.

40507. WAIVER OF BENEFITS (TTC 860)

1. Members with prior military service who are receiving VA benefits or retired/retainer pay as the result of military service are required to waive either Reserve pay and allowances or those benefits when performing AD/IDT. The requirement for a waiver of Reserve pay and allowances or benefits is contained in the DoDFMR, Vol. 7A.

- a. A Reserve member must complete VA Form 21-8951-2 upon joining a SMCR unit, MTU **or at anytime the VA begins benefits, or retired/retainer pay.**
- b. Reservists on AD with the AR program are considered members of the SMCR and therefore require a VA Form 21-8951-2.
- c. Members of the IRR or Standby Reserve not affiliated with an MTU must complete VA Form 21-8951-2 prior to performing AD, unless one was previously submitted during the calendar year.

2. For the Reserve Marine who has completed the above VA Form, and checked block 6A, do the following:

- a. File the Reserve unit's copy in the member's Service Record.

Give the claimant copy to the Reserve Marine to keep for member's records.

3. For the Reserve Marine who has completed the above VA Form, and checked block 6B, and blocks 7A, or 7B, do the following:

- a. Mail the VA copy to the VA Regional Office paying the Marine. See MCO P1900.16 for the correct address.

- b. File the Reserve unit copy in the member's Service Record.

- c. Give the claimant copy to the Reserve Marine to keep for member's records.

4. The appropriate UD statements are contained in Table 4-4.

5. When a reservist waives reserve pay and allowances, IDT (appropriate duty) and AD must be reported.

6. A reservist who waives VA benefits or retired/retainer pay in lieu of Reserve pay and

## MCTFSPRIUM 3AUG04

allowances must initially complete VA Form 21-8951-2 upon joining an SMCR unit, AR Program or MTU. The election must be reported with the initial join entry and also whenever the election changes. Annually, in connection with mobilization deployment readiness audit, the Marine must certify that the waiver of benefits status is still valid. Appropriate changes resulting from the audit must be reported. The ED will be the actual date of the member's new election.

7. The CG **MOBCOM**, will verify the pension status of all IRR or Standby Reserve members prior to the issuance of AD orders. If no pension status has been reported, a VA Form 21-8951-2 must be completed, and the pension status reported in conjunction with the appropriate AD statement.

8. Report the following as applicable:

a. A Marine who is not in receipt of a pension or disability compensation will execute a VA Form 21-8951-2 upon joining a SMCR unit, MTU, AR Program, or when performing duty and not a member of an SMCR unit or MTU. Report as follows:

TTC 860 000            PENSION NOT IN RECEIPT|

b. A Marine who is receiving a pension or disability compensation and elects waiver will execute a VA Form 21-8951-2 upon joining a SMCR unit, MTU, AR Program, or when performing duty and not a member of an SMCR unit or MTU.

TTC 860 001            PENSION WAIVED|

c. A Marine who is receiving a pension or disability compensation and elects not to be waived will execute a VA Form 21-8951-2 upon joining a SMCR unit, MTU, AR Program, or when performing duty and not a member of an SMCR unit or MTU.

TTC 860 002            PENSION NOT WAIVED|

d. To correct a record that has had an incorrect Pension Act Waived submitted, report TTC 860 000 PENSION NOT IN RECEIPT| with the same effective date/action date as the erroneous entry.

e. A Reservist who has had a change of disability compensation must immediately execute a new certificate.

40508. ACTIVE DUTY FROM DATE (TTC 873)

Report the date the reservist was released from AD, EAD, ADT or IADT. This date will not change if the reservist was ordered to **AD for 30 days or less**. Normally this date is entered into MCTFS by processing a join entry after the reservist is released from AD, report as follows:

TTC 873 000            ACTIVE DUTY FROM DATE\_\_\_\_\_|

8-byte ED (YYYYMMDD)\_\_\_\_\_↑

## MCTFSPRIUM 3AUG04

R U L E	A	B	C	D	E
	If Service Records were forwarded to	and contents were	report code in position number 1	report code in position number 2, if records were	
				mailed	hand carried
1	new command unit of assignment	(See <b>NOTE 1</b> )	2	go to Rule 7	go to Rule 7
2	MOBCOM		3		
3	attaching unit for TAD personnel		4		
4	the CMC (MMSB)		5		
5	the Department of Veterans Affairs, (SMRC) St. Louis, MO 63115-8950		6		
6	other (explain in a HIST: statement)		7		
7	(See <b>NOTE 2</b> )	OQR/SRB Health and dental	(NOTE 2)	H	P
8		OQR/SRB and health		I	Q
9		OQR/SRB and dental		J	R
10		OQR/SRB only health and dental		K	S
11				L	T

# MCTFSPRIUM 3AUG04

TABLE 4-2 CONTINUED--LOCATION OF SERVICE RECORDS FOR MARINES IN TRANSFERRED, SEPARATED, RELACDU, OR TAD STATUS

R U L E	A	B	C	D	E
	If service records were forwarded to	and contents were	report code in position number 1	report code in position number 2, if records were	
				mailed	hand-carried
12		Health only		M	U
13	(see NOTE 2	Dental only		N	V

**NOTE 1:** Refer to columns A and C of rules 1 through 6 to determine codes to be entered in OQR/SRB/MED flag position number 1.

**NOTE 2:** Refer to columns B, D, and E of rules 7 through 13 to determine codes to be entered in OQR/SRB/MED flag position number 2.

# MCTFSPRIUM 3AUG04

TABLE 4-3--STATUS OF SERVICE RECORDS FOR MARINES JOINED AT NEW UNIT OF ASSIGNMENT

R U L E	A	B	C	D
	If service records	and contents are	position number 1	position number 2
1	have been received	OQR/SRB health and dental	1 ( <b>NOTE</b> )	A
2		OQR/SRB and health		B
3		OQR/SRB and dental		C
4		OQR/SRB only		D
5		health and dental		E
6	have been received	health only		F
7		dental only		G
8		none	A	X

**NOTE:** For Marines that are attached TAD, report 'B' in position 1 when records are received by the attaching unit.



## MCTFSPRIUM 3AUG04

TABLE 4-4--WAIVER OF BENEFITS/RESERVE				
R U L E	A	B	C	D
	Each Selected, Individual Ready, and Standby Reserve member	will	and the following UD statement will be reported TTC 860	and the pension code is
1	not in receipt of a pension or disability compensation	execute a VA Form 21-8951-2 upon joining a selected Reserve unit or MTU, or when performing duty and not a member or an SMCR unit or MTU	PENSION NOT IN RECEIPT	A
2	receiving a pension or disability compensation and elects waiver		PENSION WAIVED	
3	receiving a pension or disability compensation and elects not to waive		PENSION NOT WAIVED	C
4	who has a change of disability compensation and immediately executes a new certificate (Rule 1, 2, or 3)	immediately execute a new certificate	PENSION NOT IN RECEIPT	A
5			PENSION WAIVED	
6			PENSION NOT WAIVED	

# MCTFSPRIUM 3AUG04

## FAMILY DATA

### 40600. INTRODUCTION

1. The different categories of Family Data are items such as Service Spouse Information, Custody Status, Special Power of Attorney and Number of Dependents. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Codes (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
252 000 SERVICE SPOUSE INFO____ ED____	HQ REG RES	N	N
252 001 STOP SERVICE SPOUSE INFO____	HQ REG RES	N	N
304 000 CUSTODY STAT_____	HQ REG RES	N	N
406 000 SPL POWER OF ATTORNEY DT _____	HQ REG RES	N	N
406 001 SPL POWER OF ATTORNEY CANCELED	HQ REG RES	N	N
423 001 NUMBER DEPN_____	HQ REG RES	N	N

### 40601. SERVICE SPOUSE IDENTIFICATION (TTC 252)

1. It is necessary for personnel planning purposes to identify each Marine whose spouse is a member of the U.S. Armed Forces, regardless of component.

2. All of the SERVICE SPOUSE INFO data elements **must** be frequently reviewed. The reported information has a direct impact on the Basic Allowance for Housing (BAH) computation for a Marine married to a service spouse, and is sent to DMDC for use by DEERS, ACCDPS, and RCCPDS. The service spouse information **must** be action dated at least one day prior to a BAH statement when they are run on the same UD. (See Chapter 8 for BAH reporting). The information reported by TTC 252 000 is accessed by the BAH computation process when the BAH AD spouse is reported (TTC 388 001). If a member is entitled to BAH for an AD spouse and spouse information changes are made, then both TTC 252 000 and TTC 388 001 will be required, in that order. A change in spouse information does not mean that a change in BAH is required. The spouse information is needed to determine eligibility to certain entitlements such as BAH and is required in instances where a member may be entitled to BAH AD spouse.

3. The service spouse information must also be changed if the spouse changes components; for example, if the spouse was released from AD in the USMC and is now in the IRR (USMCR).

4. The service spouse code must be deleted from the Marine's MCTFS record when the Marine's spouse is no longer a member of a U.S. Armed Forces component (e.g. retired, discharged), or the Marine suffers the loss of the service spouse (e.g., death, divorce).

5. If the Marine also has children, appropriate custody status code, special power of attorney expiration date and RED Guardian information **must** be reported as shown below.

6. Report service spouse information as follows:

TTC 252 000 SERVICE SPOUSE INFO\_\_\_\_ \_ ED \_\_\_\_\_|

2-byte Service Spouse Code\_\_\_\_\_↑

From MCO P1080.20

9-byte Spouse SSN \_\_\_\_\_↑

8-byte ED of Marriage \_\_\_\_\_↑

# MCTFSPRIUM 3AUG04

(YYYYMMDD)\_\_\_\_\_

**NOTE:** Do **not** report TTC 423 001 NUMBER DEPN.

7. To remove service spouse information report as follows:

TTC 252 001            STOP SERVICE SPOUSE INFO\_\_\_\_\_ |  
8-byte ED of loss (YYYYMMDD) \_\_\_\_\_ ↑

40602. CHILD/DEPENDENT CUSTODY STATUS (TTC 304)

1. The Child/Dependent Custody Status Code is reported to aid unit commanders and Manpower Managers in the identification and assignments of Marines who have physical custody of dependents. It must also be reported before, or in conjunction with, TTC 406 000 Special Power of Attorney (SPOA), if applicable. See paragraph 40604 for reporting instruction of SPOA.

2. The Custody Status Code must be compared with Marital Status Code to ensure the correct code is reported or the entry will fail. Report as follows:

TTC 304 000            CUSTODY STAT\_\_\_\_\_ |  
1-byte A/N code \_\_\_\_\_ ↑  
From MCO P1080.20

40603. TOTAL NUMBER OF DEPENDENTS (TTC 423).

1. The NUMBER DEPN identifies the number of family members claimed by a Marine requiring transportation at Government expense as a result of a PCS move.

2. When the Marine's family members change, report the following :

TTC 423 001            NUMBER DEPN\_\_\_\_\_ |  
2 byte number of family members: \_\_\_\_\_ ↑  
For example, '01' or '03'. If the  
Marine does not have family members, report '00'

40604. SPECIAL POWER OF ATTORNEY (SPOA) (TTC 406)

1. Personal readiness of a Marine is directly affected by the arrangements they have made for the care of their families when they deploy, a Special Power of Attorney is required for single parents, dual service parents, and marines who bear sole responsibility for the care of children under the age of 19; or who have family member's who are unable to care for themselves in the Marine's absence. These Marines are required to have a properly executed SPOA detailing the family member's care arrangements. In some dual service member cases, both service members must have a family readiness plan, and SPOA, refer to the CODESMAN par 1100. Further instruction on the SPOA can be found in MCO 1740.13. The expiration date of the SPOA will be used in this entry, if no expiration date is stated in the POA, enter all 9's. Report as follows:

TTC 406 000 SPL POWER OF ATTORNEY DT \_\_\_\_\_  
8-byte expiration date \_\_\_\_\_ ↑

**NOTE:** In order for TTC 406 000 to post, the custody status code on member in MCTFS must be equal to code 'C', 'E', or 'F', (refer to the CODESMAN). Refer to paragraph 40602 above for Custody Status reporting instruction. Refer to Chapter 50201 paragraph 7 for reporting instructions of guardianship on the RED.

## MCTFSPRIUM 3AUG04

2. In the event that the SPOA in which TTC 406 000 was previously reported on is no longer valid, report the cancellation of that SPOA as follows:

TTC 406 001                      SPL POWER OF ATTORNEY CANCELED|

**NOTE:** If the SPOA is canceled for any reason, such as change of guardian, and the Marine is still responsible for that dependent, a new SPOA must be executed and TTC 406 000 will be reported in compliance with the new SPOA and MCO 1740.13.

# MCTFSPRIUM 3AUG04

## Section 6: ANNUAL/TRIENNIAL SCREENING

### 40700. INTRODUCTION

1. The different categories of Reserve Unique Information are those items that pertain to Annual (Res) and Triennial (AD) Screening. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
815 000 ANN SCREENING COMPL_____RESULTS_____	RES REG	N	N
815 001 INIT SCREENING COMPL_____RESULTS_____	RES	N	N
815 002 SPL SCREENING COMPL_____RESULTS_____	RES	N	N
815 003 MAN SCREENING COMPL_____RESULTS_____	RES	N	N

### 40701. DATE SCREENED AND RESULTS (TTC 815)

1. Report the reason for screening, results of screening, and the screening completion date. Reason for screening will be either ANN, SPL, or INIT audit upon joining an SMCR unit except by enlistment.

2. If a reservist is transferred as a result of screening, report the transfer and screening results. Unit commanders must obtain approval of transfer from the COMMARFORRES for those Marines with mandatory drilling obligation remaining.

3. Should a reservist's screening form indicate that the individual is not physically qualified for retention in the Marine Corps Reserve, whether pending evaluation by a medical board or awaiting separation, the physical risk classification, strength category and duty limit will be reported to reflect the current status.

4. Refer to Chapter 12 for Audit Procedures. Report date screened and results with the following statement:

TTC 815 000	ANN	SCREENING COMPL_____RESULTS_____	(Active/Reserve)
TTC 815 001	INIT	SCREENING COMPL_____RESULTS_____	(Reserve)
TTC 815 002	SPL	SCREENING COMPL_____RESULTS_____	(Reserve)
TTC 815 003	MAN	SCREENING COMPL_____RESULTS_____	(Reserve)
<div style="display: flex; justify-content: space-between; align-items: center; margin-top: 20px;"> <div> <p>8-byte ED (YYYYMMDD) screened_____</p> <p>1-byte results code from Figure 4-1:_____</p> </div> <div style="text-align: center;"> </div> </div>			

**NOTE:** For TTC 815 001 ONLY, the Screening Completion Date cannot be greater than the DOA of the diary being prepared.

### RESULTS OF SCREENING CODE

## MCTFSPRIUM 3AUG04

### RETAINED IN INDIVIDUAL READY RESERVE (IRR)

#### RESERVE

CODE	DESCRIPTION
A	Not engaged in a critical civilian occupation
D	Individual did not respond to screening correspondence ( <b>Reserve only</b> )
F	Elected/appointed official key Federal employee

### TRANSFERRED TO/RETAINED IN STANDBY RESERVE

Persons with **obligated** Ready Reserve service remaining:

CODE	DESCRIPTION
I	Inactive Status List, Standby Reserve
J	Elected/appointed official or key employee
O	Ministerial student; ordained minister or missionary of the Church of Jesus Christ of Latter Day Saints

If the reservist has **no obligated** Ready Reserve service remaining:

Q	Excess military skill
S	Physically unfit
T	Unavailable for immediate AD - other reasons
R	Age in grade limitation
U	Fulfilled Ready Reserve service obligation
V	Completed retirement qualifying service

#### ACTIVE DUTY

Z	Active Duty Triennial audit completed ( <b>Active Duty only</b> )
---	---

### TRANSFERRED FROM STANDBY TO READY RESERVE OR ON ACTIVE DUTY

If the reason for previous transfer no longer exists and the reservist is:

4	An individual who did not respond to screening correspondence ( <b>Active and Reserve</b> )
5	From Inactive Status List, Standby Reserve ( <b>Reserve</b> )
6	No longer an elected/appointed official or key employee ( <b>Reserve</b> )

**NOTE:** A code of 'S' for 'SCREENED' is automatically posted to the REASON TRANSFERRED FROM SMCR in the MCTFS as a result of screening. Transfer statements to the ASL, IRR or ISL that are not from the SMCR or ASL will not post the code of 'S'.

FIGURE 4-1--RESULTS OF SCREENING CODES

# MCTFSPRIUM 3AUG04

## Section 7: ASSIGNMENT HISTORY

### 40800. INTRODUCTION

1. The different categories of Assignment History are those items such as Cohesion Information, Combat History, Length of Active Service, Crisis Information, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
055 000 COHESION NUMBER ID____	HQ REG	N	N
055 001 COHESION INFO____	HQ REG	N	N
121 000 COMBAT HIST FR____ TO ____OPS ____ LOC ____	HQ REG RES	N	Y
152 001 CBT SERV____	HQ REG RES	N	N
153 000 PROG ENL FOR____	HQ REG RES	N	N
153 001 BONUS PEF____	HQ REG RES	N	N
153 002 COLLEGE FUND PEF____	HQ REG RES	N	N
158 000 LENGTH ACT SERV____MO	HQ REG	N	N
178 000 SOURCE INITIAL ENTRY____	HQ REG RES	N	N
179 000 CURR SOURCE ENTRY____	HQ RES	N	N
179 001 CURR SOURCE ENTRY____	HQ	N	N
499 003 BILLET DESC____	HQ REG RES	N	N
499 004 T/MR T/O LINE NR____	HQ REG RES	N	N
499 021 T/O____	HQ REG RES	N	N
887 000 STRT CRISIS CODE____ EFF DTE____	HQ REG RES	Y	Y
887 001 STOP CRISIS CODE____ EFF DTE____	HQ REG RES	Y	Y
887 002 STOP ALL CRISIS CODE____ EFF DTE____	HQ	N	N
887 003 RETRO CRISIS CODE____ TO____RUC____	HQ REG RES	N	Y

### 40801. COHESION TRACKING (TTC 055)

For Marines on their first tour of duty, an attempt should be made to have them stationed together in cohesive groups. Any unit may request a report from the "UNIT REPORTS MENU" by selecting Option 'Z' titled "COHESION INFORMATION" Cohesion Tracking information may also be viewed in the TMOS MCTFS CICS menu.

1. Cohesion Number Identification. This will only occur when the transaction is input by CMC or if the transaction is input by a RUC and MCC:

TTC 055 000\_\_\_\_COHESION NUMBER ID\_\_\_\_|

8-byte DOA (YYYYMMDD)  
(if different from UD)

Cohesion Number ID (3 byte A/N)

2. Cohesion Information. This is the only transaction that can be used to correct cohesion information once the Marine is no longer a member of a RUC/MCC. Report as follows:

TTC 055 001\_\_\_\_COHESION INFO\_\_\_\_|

↑ ↑ ↑ ↑ ↑

# MCTFSPRIUM 3AUG04

8-byte DOA (YYYYMMDD) \_\_\_\_\_  
 8-byte Cohesion date \_\_\_\_\_  
 (Projected Training Completion Date)  
 3-byte Cohesion Number \_\_\_\_\_  
 4-byte Cohesion Intended MOS \_\_\_\_\_  
 3-byte Cohesion Future MCC \_\_\_\_\_

**NOTE:** See Chapter 6, Section 5 for reporting Future MCC if it changes.

## 40802. COMBAT HISTORY/EXPEDITIONS (TTC 121)

This TTC will include a brief description of the battles, campaigns, and expeditions in which the Marine has participated; injuries sustained; hospitalization received; and the facts of being captured, missing in action, or returned to military control. Combat service is service a Marine is entitled to, engagement stars or ribbons for a campaign. Report as follows:

TTC 121 000 COMBAT HIST FR \_\_\_\_\_ TO \_\_\_\_\_ OPS \_\_\_\_\_ LOC \_\_\_\_\_|  
 8-byte YYYYMMDD From Date \_\_\_\_\_  
 8-byte YYYYMMDD To Date \_\_\_\_\_  
 40-byte A/N Description \_\_\_\_\_  
 20-byte A/N Location \_\_\_\_\_

**NOTE:** Do not input a TO date that is future dated past the DOA of the diary being prepared.

## 40803. COMBAT SERVICE (TTC 152)

Combat service information is maintained to indicate whether an individual has participated in combat against enemy forces and in what theater and/or war, regardless of a break in service. The correct current code is determined by audit procedures (refer to Chapter 12). Report as follows:

TTC 152 001 CBT SERV \_\_\_\_\_|  
 Appropriate code(s) from \_\_\_\_\_  
 MCO P1080.20

**NOTE 1:** A combat service code entry of NONE (CBT SERV '0') will clear all codes in the record.

**NOTE 2:** The MCTFS record contains space for recording service in four different combat actions or theaters, with a fifth space to indicate participation in more than four combat actions. If four codes have been reported and contained on the MCTFS record, reporting of the fifth combat service code will post a '5' to the field. Codes reported will overlay all data in the record; therefore, all combat service must be reported regardless of whether or not some combat service may already be contained in the record.

**NOTE 3:** When reporting TTC 152 001, every Combat Service Code applicable to the member must be entered. Two additional codes may be used to accommodate Member's combat service in Operation Enduring Freedom 'T', and Operation Iraqi Freedom 'U'.



## MCTFSPRIUM 3AUG04

### 40804. PROGRAM ENLISTED FOR (PEF) (TTC 153)

1. Initial information is entered into MCTFS upon initial enlistment in the Marine Corps. SMCR units will report the appropriate entries for those Reserve Marines who reenlist or affiliate with the SMCR. Report as follows:

TTC 153 000            PROG ENL FOR\_\_\_\_|  
2-byte PEF code \_\_\_\_\_▲  
(See drop-down list or Table)

2. To report the Bonus PEF and College PEF codes, report as follows:

TTC 153 001            BONUS PEF\_\_\_\_|  
2-byte PEF code \_\_\_\_\_▲  
(See drop-down list or Table)

TTC 153 002            COLLEGE FUND PEF\_\_\_\_|  
2-byte code \_\_\_\_\_▲  
(See drop-down menu or Table)

### 40805. LENGTH OF ACTIVE SERVICE (TTC 158)

1. Length of active service is the length of time, **expressed in months** that a Marine is serving on AD. This information is obtained from the enlistment contract of Regular enlisted or from orders issued to reserve personnel and TABLE 3-2. The following categories of personnel will not have a length of active service entered into their record:

- a. Regular officers.
- b. Extended duty reservist (EDR) and Reserve officer serving on UAD.
- c. Reserve officer serving on indefinite AD (INDEF).
- d. Reserve enlisted on IADT who **will not** be assigned to Extended Technical Training (ETT).

2. Changes to the length of active service and corrections to erroneous information in the CMF will be reported as follows:

TTC 158 000            LENGTH ACT SERV\_\_\_\_MO|  
2-byte number of months.  
If less than 10 precede with a  
zero; Use '00' to report none \_\_\_\_\_▲

### 40806. SOURCE OF INITIAL ENTRY INTO MILITARY SERVICE (SIEMS) (TTC 178)

The SIEMS information reflects the first induction or voluntary enlistment into an Active or Reserve component of any branch of the Armed Forces. It must be reported for all **enlisted** reservists with a record on the CMF. Once established, the code will not be changed unless found to be in error. Report as follows:

TTC 178 000            SOURCE INITIAL ENTRY\_\_\_\_|  
Code from below \_\_\_\_\_▲

# MCTFSPRIUM 3AUG04

CODE	DESCRIPTION
A	Induction (any service).
B	Voluntary enlistment in a Regular component.
C	Voluntary enlistment in a Reserve component for service in a Regular Component DEP, any Service, under 10 U.S.C., 511 or, after November 1989, U.S.C., 513 of reference (h).
D	Voluntary enlistment in a Reserve component, any Service, under 10 U.S.C., 511.

**NOTE:** Do not report source of initial entry on officers.

## 40807. CURRENT SOURCE OF ENTRY CODE (TTC 179)

Codes used to indicate the source of entry for a Marine are entered into a record through the accession process, unit diary entry or system generated in certain conditions; for example, immediate reenlistment. (Refer to Chapter 3 Section 3) Report the following:

TTC 179 000          CURR SOURCE ENTRY\_\_\_\_\_ | (RU enlisted only)

4-byte code\_\_\_\_\_ ↑  
from MCO P1080.20

or

TTC 179 001          CURR SOURCE ENTRY\_\_\_\_\_ | (CMC (MMOA/MMRA) officers only)

4-byte code\_\_\_\_\_ ↑  
from MCO P1080.20

## 40808. BILLET DESCRIPTION (TTC 499 003)

Billet description is shown on the unit's T/MR-T/O number. This field will be abbreviated as appropriate, and no special characters will be used where abbreviations are necessary, for example, "and" will not be shown as "&".

TTC 499 003          BILLET DESC\_\_\_\_\_ |

20-byte A/N\_\_\_\_\_ ↑  
Billet description

## 40809. TABLE OF ORGANIZATION (T/O) LINE NUMBER (TTC 499 004)

The T/MR line number is used to identify vacancies or personnel who are filling non-T/O billets. Report as follows:

TTC 499 004          T/MR T/O LINE NR\_\_\_\_\_ |

5-byte line number \_\_\_\_\_ ↑  
(Bytes 1-4 **must be NUMERIC** and byte 5 must be BLANK or ALPHA (i.e., 0125\_ or 1025A)).

## 40810. TABLE OF ORGANIZATION (T/O) (TTC 499 021)

The T/O number is maintained in MCTFS for use by unit commanders in conjunction with the T/O line number to identify billet vacancies or personnel who are filling non-T/O billets.

## MCTFSPRIUM 3AUG04

Report as follows:

TTC 499 021                    T/O\_\_\_\_\_|

5-byte \_\_\_\_\_↑

T/O number

(Bytes 1-4 **must be NUMERIC** and byte 5 must be BLANK or ALPHA (i.e., 0125\_ ,1025\_)).

40811. CRISIS CODE (TTC 887)

1. The Crisis Code is utilized by the DoD to identify personnel (AD, Reserve or Retiree) that are involved in contingencies and crises worldwide. The DoD currently maintains a list of all crises, with periods of duration, and assigns a code for each. Upon announcement of a new crisis, CMC will promulgate instructions for the reporting of participation for all Marines involved in the crisis. The START CRISIS entry may be reported up to **10 days** prior to the Marine engaging in the crisis situation. (When the START CRISIS TTC is reported and the ED is more than 10 days after the current system date, an error message will be generated stating the ED for STRT CRISIS tracking cannot be future dated more than 10 days).

a. To report START CRISIS CODE:

TTC 887 000      \_\_\_\_\_ STRT CRISIS CODE\_\_\_\_\_ EFF DTE\_\_\_\_\_

8-byte DOA (YYYYMMDD) ┐  
└───────────┘

3-byte A/N Crisis Code  
(Determined by DoD) ┐  
└───────────┘

8-byte ED (YYYYMMDD) ┐  
└───────────┘

**NOTE:** All mobilized Reserve members must have a crisis code reported beginning on the effective date of activation of orders. No further action should be required. The DROP entry (TTC 378), reported upon demobilization, will automatically close the Crisis Code Remark (DI28). All Active Duty members participating in support of a named operation (i.e. Operation Enduring Freedom, Operation Iraqi Freedom) must have a crisis code reported beginning on the effective date of their participation and terminating on the day their participation ends.

b. To report STOP CRISIS CODE:

TTC 887 001                          STOP CRISIS CODE                          EFF DTE                    

8-byte DOA (YYYYMMDD)      ↑      ↑      ↑

3-byte A/N Crisis Code      ↓      ↓      ↓

(Determined by DoD)

8-byte ED (YYYYMMDD)      ↓      ↓      ↓

(Effective dates cannot be reported as zeroes and  
**cannot** be future dated).

c. To close all records still showing participation when the crisis is deemed to be over:

TTC 887 002      \_\_\_\_\_STOP ALL CRISIS CODE\_\_\_\_\_EFF DTE\_\_\_\_\_|(CMC only)

8-byte DOA (YYYYMMDD)      ↑      ↑      ↑

3-byte crisis code      ↑

(Determined by DoD)

## MCTFSPRIUM 3AUG04

8-byte ED (YYYYMMDD) \_\_\_\_\_

2. Retroactive Crisis Periods will be reportable only if they fall with the FROM and TO dates as declared by DoD. Report as follows:

TTC 887 003      RETRO CRISIS CODE \_\_\_\_\_ TO \_\_\_\_\_ RUC \_\_\_\_\_ |  
3-byte crisis code \_\_\_\_\_ ↑      ↑      ↑      ↑  
8-byte FROM ED (YYYYMMDD) \_\_\_\_\_  
8-byte TO ED (YYYYMMDD) \_\_\_\_\_  
5-byte RUC \_\_\_\_\_

3. When TTC 378 (DROP SDN-refer to Chapter 10) is reported, the ED of the DROP will be utilized to close the CRISIS CODE 128 REMARK.

# MCTFSPRIUM 3AUG04

## Section 8: OFFICER DATA

### 40900. INTRODUCTION

1. The different categories of Officer Data are those items such as Officer Administrative Status Change (Accept/Nonaccept), Officer Candidate Code, Contract Legal Agreement, Date Assign/Relieve as Commanding Officer, Lineal Control Number, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Codes (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
046 000 SPD_____	HQ	N	N
046 001 SPD_____	HQ	N	N
046 002 SPD_____	HQ	N	N
047 000 NONACCEPT ADMIN SPD_____	HQ REG RES	N	N
048 000 ACCEPT ADMIN SPD_____	HQ REG RES	N	N
080 000 SPD_____ LCN_____	HQ	N	N
162 000 PROS OFF SOURCE CODE_____	HQ REG	N	N
162 001 OFFICER CANDIDATE CODE_____	HQ	N	N
164 000 CONT LEGAL AGR EAD	HQ	N	N
164 001 CONT LEGAL AGR EDR	HQ	N	N
164 002 CONT LEGAL AGR INDEF EAD	HQ REG	N	N
164 003 CONT LEGAL AGR LDO	HQ REG	N	N
164 004 CONT LEGAL AGR RES PROG	HQ	N	N
164 006 CONT LEGAL AGR SSSYT	HQ	N	N
164 007 CONT LEGAL AGR SWAG	HQ	N	N
164 008 CONT LEGAL AGR TEMP LDO	HQ	N	N
164 009 CONT LEGAL AGR TEMPO E	HQ	N	N
164 010 CONT LEGAL AGR TEMPO WO	HQ	N	N
164 011 CONT LEGAL AGR TRNG ASST	HQ	N	N
164 012 CONT LEGAL AGR UNK	HQ	N	N
164 013 CONT LEGAL AGR 0	HQ	N	N
164 014 CONT LEGAL AGR SPL WK	HQ	N	N
164 015 CONT LEGAL AGR TEMPWO E	HQ	N	N
247 000 LINEAL CONTROL NUMBER PRES RK_____	HQ REG RES	N	N
248 000 LINEAL CONTROL NUMBER WARRANT_____	HQ RES	N	N
340 000 DESIGCAT_____	HQ	N	N
444 000 ASSIGN CO_____	HQ REG RES	N	N
444 001 RELIEVE CO_____	HQ REG RES	N	N
444 002 DELETE CO FLAG	HQ REG RES	N	N

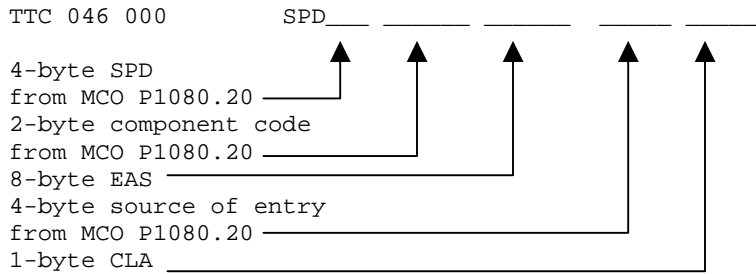
### 40901. STATUS CHANGES FOR OFFICERS(TTC 046)

1. This entry is submitted by CMC (MROA) to change an officer's admin status. Once this statement is successfully processed, a system generated advisory message will appear on the unit's DFR to report an acceptance/nonacceptance entry.

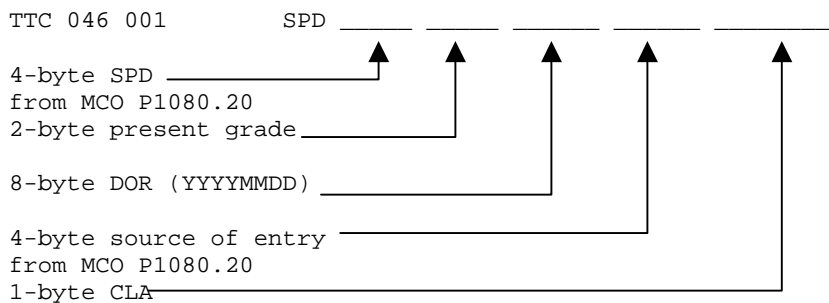
2. The officer is separated from one status and immediately reenters the Marine Corps in a different status. Changes of officer's status will be reported as follows:

- a. To report if a reserve officer is retained on AD after completing required service:

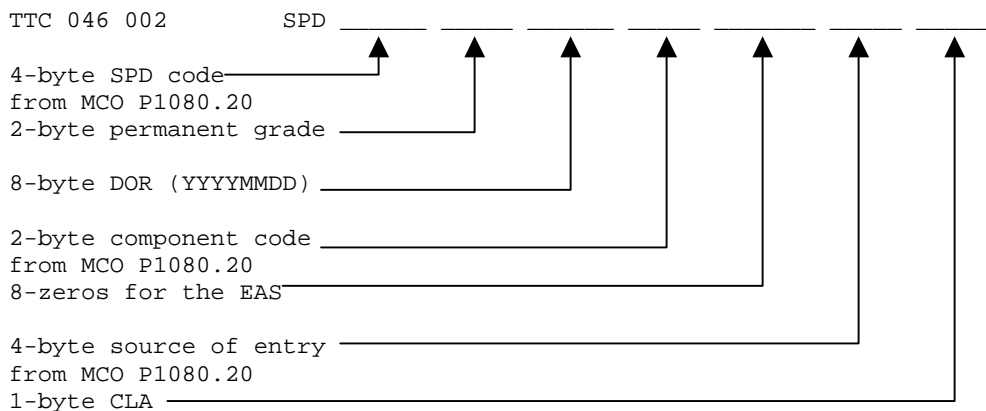
# MCTFSPRIUM 3AUG04



b. If a permanent Reserve Officer accepts a permanent Warrant Officer appointment, or has current status terminated and enlists for the purpose of accepting a permanent Warrant Officer appointment, report the following:



c. If a temporary officer/warrant officer whose permanent status is enlisted accepts a permanent officer/warrant officer appointment, report the following:



## 40902. STATUS CHANGES FOR OFFICERS, ACCEPT/NON ACCEPT (TTC 047/048)

1. The reporting of this TTC **must** be coordinated with the CMC. Upon acceptance or nonacceptance of a current officer appointment, to include LDO status and reversions, the CMC will first submit an entry to change the officer's status. Once CMC's entry has posted, the following advisory message will appear on the unit's DFR: "RPTD SPD IS RESIDENT IN MCTFS. RPT ACCEPT USING ED OF ADMINSTATUS CHNG IAW MCTFSPRIM." The RU will then use the appropriate TTC to report the officer's acceptance or nonacceptance. The ED **must** be as directed by the CMC in official correspondence.

2. An action date **must** be used when the UD date is not the same as the actual date of

# MCTFSPRIUM 3AUG04

acceptance (item 22 on the Appointment Acceptance and Record), or the ED as entered to the

left of item 22 as in the case of certain re-appointments or reversions. If an RU erroneously reports this entry and an officer status change has not been authorized by the CMC, the entry will be rejected and no further UD reporting is required.

3. Report **nonacceptance** as follows:

```
TTC 047 000      _____NONACCEPT ADMIN SPD_____|
                  ^                                     ^
8-byte DOA (YYYYMMDD) ^
Enter SDN _____
from MCO P1080.20
```

4. Report **acceptance** as follows:

```
TTC 048 000      _____ACCEPT ADMIN SPD_____|
                  ^                                     ^
8-byte DOA (YYYYMMDD) ^
Enter SDN _____
from MCO P1080.20
```

5. If a temporary officer/WO whose permanent status is enlisted accepts a permanent officer/WO appointment, report as follows:

```
TTC 048 000      ACCEPT ADMIN SPD 9361|
                  HIST:TEMP OFF PERM ENL DIS COFG TO ACCEPT PERM APPT|
                  HIST:TEMP OFF PERM ENL DIS COFG TO ACCEPT PERM APPT WO|
```

a. If a temporary officer whose permanent grade is WO reverts to permanent WO status, report as follows:

```
TTC 048 000      ACCEPT ADMIN SPD 9341|
                  HIST:TEMP OFF RESUME PERM WO APPT|
```

b. If a temporary officer whose permanent grade is WO involuntarily reverts to permanent WO status, report as follows:

```
TTC 048 000      ACCEPT ADMIN SPD 9351|
                  HIST:TEMP OFF TERM INVOL REVERT TO WO|
```

c. If a temporary officer whose permanent grade is WO accepts a permanent officer appointment, use the following statement:

```
TTC 048 000      ACCEPT ADMIN SDN 9361|
                  HIST:TEMP OFF PERM WO ACCEPT PERM APPT USMC/USMCR|
```

d. If a Reserve officer on AD augments into the Regular Marine Corps, report as follows:

```
TTC 048 000      ACCEPT ADMIN SDN KGQ1|
                  HIST:AUGM DIS TO ACCEPT APPT USMC|
```

e. If a Regular officer resigns to accept a Reserve officer appointment and remains on AD, report as follows:

```
TTC 048 000      ACCEPT ADMIN SDN FGQ1|
                  HIST:RESG TO ACCEPT APPT USMCR RETAIN ON ACDU|
```

# MCTFSPRIUM 3AUG04

f. If a warrant officer accepts a temporary appointment as an LDO, use the following statement:

```
TTC 048 000      ACCEPT ADMIN SDN KGM2|
                  HIST:DIS TO ACCEPT TEMP APPT LDO|
```

**NOTE:** A DFR message to the officer's present RUC will be generated monthly until acceptance or nonacceptance is reported. A pending status change that has not been accepted or nonaccepted within 150 days by the RU's will be removed from the MCTFS by computer process. 40903. OFFICER CANDIDATE CODE/PROSPECTIVE OFFICER SOURCE CODE (TTC 162).

1. For Officer Candidate Course (OCC), Platoon Leaders Course (PLC), Naval Academy (NavAcad), and Reserve Officer Training Course (ROTC).

2. When a DROP SPD (TTC 378) (refer to Chapter 10, Section 1) is submitted by either an AD or Reserve unit, the Officer Candidate Code is blanked out and zeros are posted to the Officer Candidate ED. Report the codes as follows:

```
TTC 162 001      _____OFFICER CANDIDATE CODE_____|
                  ^                                     ^
18-byte DOA (YYYYMMDD) _____
2-byte A/N Code from MCO P1080.20 _____
```

or

```
TTC 162 000      _____PROS OFF SOURCE CODE_____|
                  ^                                     ^
18-byte DOA (YYYYMMDD) _____
2-byte A/N Code from MCO P1080.20 _____
```

3. The Current Source of Entry Code will be posted to the Officer Candidate Code.


40904. CONTRACT LEGAL AGREEMENT (TTC 164)(OFFICERS ONLY)

The authorized change to correct a contract legal agreement statement must be accomplished by an action statement input by CMC(MMOA/MCRC/MROA). Report as follows:

```
TTC 164 000      _____CONT LEGAL AGR EAD|
TTC 164 001      _____CONT LEGAL AGR EDR|
TTC 164 002      _____CONT LEGAL AGR INDEF EAD|
TTC 164 003      _____CONT LEGAL AGR LDO|
TTC 164 004      _____CONT LEGAL AGR RES PROG|
TTC 164 006      _____CONT LEGAL AGR SSSYT|
TTC 164 007      _____CONT LEGAL AGR SWAG|
TTC 164 008      _____CONT LEGAL AGR TEMP LDO|
TTC 164 009      _____CONT LEGAL AGR TEMPO E|
TTC 164 010      _____CONT LEGAL AGR TEMPO WO|
TTC 164 011      _____CONT LEGAL AGR TRNG ASST|
TTC 164 012      _____CONT LEGAL AGR UNK|
TTC 164 013      _____CONT LEGAL AGR 0|
```




# MCTFSPRIUM 3AUG04

TTC 164 014      \_\_\_\_\_CONT LEGAL AGR SPL WK|  
 TTC 164 015      \_\_\_\_\_CONT LEGAL AGR TEMPWO E|  
 8-byte DOA (YYYYMMDD)   
 (required)

## 40905. DESIGNATED CATEGORY (TTC 340)

The establishment of a designated category code is based upon the flight status of the naval aviator. CMC (MMOA) report as follows:


TTC 340 000      DESIGCAT\_\_\_\_\_ | (CMC (MMOA))  
 1-byte category code   
 MCO P1080.20

## 40906. DATE ASSIGNED/RELIEVED DUTY AS CO (TTC 444)


1. Active component units will report officers assigned to or relieved of command screened billets (battalion/squadron and above and all field grade officers in command or assigned as the OIC of a separate unit).

2. Reserve component units will report officers assigned to or relieved as the CO of an infantry battalion, an aviation squadron, an artillery battalion, a regiment, and all field grade officers in command or assigned as the OIC of a separate unit (for example, a reconnaissance unit, MTU, etc.).

3. The statement pertaining to relieving COs/OICs applies to a normal tour completion as well as relief for cause. Report as follows:

TTC 444 000      ASSIGN CO\_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) of assignment 

or


TTC 444 001      RELIEVE CO\_\_\_\_\_ |  
 8-byte ED (YYYYMMDD) relieved 

4. To delete an erroneous assignment as CO/OIC, Report as follows:

TTC 444 002      DELETE CO FLAG|

## 40907. LINEAL CONTROL NUMBER (TTC 247/248)

1. Established by CMC (MMPR) for all officers, report as follows:

TTC 247 000      LINEAL CONTROL NUMBER PRES RK\_\_\_\_\_ |  
 8-byte control number   
 5-byte control number (if unfilled, report zeros).  
 3-byte subnumber

2. Established by CMC (MMPR) on all permanent Warrant Officers. Report as follows:

TTC 248 000      LINEAL CONTROL NUMBER WARRANT\_\_\_\_\_ |  
 8-byte control number 

## MCTFSPRIUM 3AUG04

5-byte control number (if unfilled, report zeros).  
3-byte subnumber